

Sage MAS 90 ERP

Installation and System Administrator's Guide



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Introduction

How to Use This Manual

This manual provides the information necessary for installing Sage MAS 90 ERP. This manual also contains information and troubleshooting tips on the configuration of the various operating systems and environments in which the Sage MAS 90 software is supported. It is designed to function as a self-teaching guide. The instructions contain detailed technical information on the configuration of operating systems and environments.

For a complete listing of operating system requirements, see the Supported Platform Matrix which can be found in the Support area of the Sage Software Online Web site (www.sagesoftwareonline.com).

Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.



The **NOTE** symbol is followed by additional information about a topic.



The **WARNING** symbol is followed by information to help you avoid costly mistakes.

Text Conventions

The following table describes the text conventions used in this manual.

Text Convention	Explanation
Menus	Menus are shown in this format: Select menu > menu task name. Examples: • Select File > Change Company. • Select General Ledger Budget menu > Budget Maintenance.
Bold font	Indicates text entered at a field or text selected at a field. Examples: • At the Value field, type a search value, such as 01, for the lookup. • In the Filter window, to delete a filter, select <none> at a filter's Column field.
<i>Italic font</i>	Indicates references to other manuals. Example: • For more information, refer to your <i>Getting Started Guide</i>.

Getting Started

Overview of System Startup

Before you can install Sage MAS 90 System Setup, Library Master, and any of the Sage MAS 90 modules, your hardware must be properly configured, and the appropriate operating system software must be fully installed and operational. In addition, you should also calculate the total disk storage requirements for each module to be installed.

Installing in the Windows Environment

**NOTE**

Prior to beginning the installation process, see Pre-Installation Checklist on page 113.

The following installation procedures address the Windows® environments. For information on the specific operating system requirements, see the Supported Platform Matrix in the Support area of the Sage Software Online Web site.

After you have verified the compatibility of your hardware and operating system software, you must verify the available hard disk storage space before proceeding with the installation process. To do this, calculate the total disk storage requirements for each module to be installed. This calculation ensures that your hard disk contains adequate space to accommodate your processing requirements. System Setup and Library Master require approximately 150 MB of hard disk space. Each module occupies approximately 15 to 25 MB of hard disk space. An additional 400 MB of disk space is required to install the Crystal Reports Designer.

Installation Process

Read this guide completely before installing and setting up a new installation of Sage MAS 90. Each module has a setup options window that allows you to customize Sage MAS 90 for your specific needs. Taking the time to understand all the options available before you install and set up your modules allows you to use your accounting software to its fullest potential.

You must run the Sage MAS 90 Setup program to perform a new Sage MAS 90 installation, to upgrade your system from Level 3.x, and to re-install over an existing version 4.x installation. The InstallShield wizard guides you through the installation. The options on the wizard may vary depending on your installation option.

A series of procedures must be completed for new installations. If you are upgrading your software from Level 3.x, you must follow additional procedures after installing Sage MAS 90 to migrate your existing data and convert it to the current level.

Follow these procedures to perform a new installation, upgrade your system from Level 3.x, or install over an existing version 4.x installation.

- 1 Run the Sage MAS 90 Setup program (see Running the Sage MAS 90 Setup Program on page 7).
- 2 If you are upgrading your system from Level 3.x, review the following:
 - Migrating Level 3.x Data on page 73
 - Converting Data Files to the Current Level on page 84
- 3 Install Crystal Reports (this is optional).
- 4 Set up and activate the module files for your companies, create roles, create user codes, and set up system preferences (see Performing System Startup on page 63).
- 5 If you are converting your existing business management system to Sage MAS 90, assemble the data you need to set up each module (see Overview of Application Startup on page 127).



NOTE

If you do not install Crystal Reports, you cannot create new reports or modify existing reports and forms.

Installing Sage MAS 90

To begin the Sage MAS 90 installation

- 1 Start Windows; if you are installing to a Windows server, run the Setup program from the Windows server, not from a workstation connected to the server.
- 2 Close all other programs before beginning the installation process. In addition, temporarily shut down antivirus, antispysware, and script blocking applications.
- 3 Place the Sage MAS 90 CD-ROM in the CD-ROM drive of the workstation or server to which you are installing Sage MAS 90.
- 4 If Autorun is enabled on the workstation, the Sage MAS 90 Autorun screen appears; otherwise, select Windows Start menu > Run and type **D:\AUTORUN.EXE**, where D:\ is the CD-ROM drive.



NOTE

If you are installing Sage MAS 90 to a server, map a drive letter to that server or install at the server.



There are several options available on the Sage MAS 90 Autorun screen for installing Sage MAS 90 components.

- **Install MAS 90:** Select this option to install the Sage MAS 90 Setup program. This option is required.
- **Run Workstation Setup:** Select this option to install the Workstation Setup program to local workstations. Workstation Setup can also be run from the Sage MAS 90 installation. This option is required for all workstations. For more information, see Workstation Setup on page 18.
- **Install Federal and State eFiling and Reporting:** Select this option to install Federal and State eFiling and Reporting, which allows you to print and electronically file your payroll tax forms, as well as your 1099 forms using signature-ready plain paper tax forms. This option requires the Accounts Payable and/or Payroll modules. For more information, see Installing Federal and State eFiling and Reporting on page 35.
- **Install e-Business Manager Web Engine:** Select this option to install the Web Engine. This option requires the e-Business Manager module.
- **Install Acrobat Reader:** Select this option to install Adobe's Acrobat Reader. Acrobat Reader is required to view the online *Getting Started Guide*, the module report samples, and module overview PDFs in the Help system.



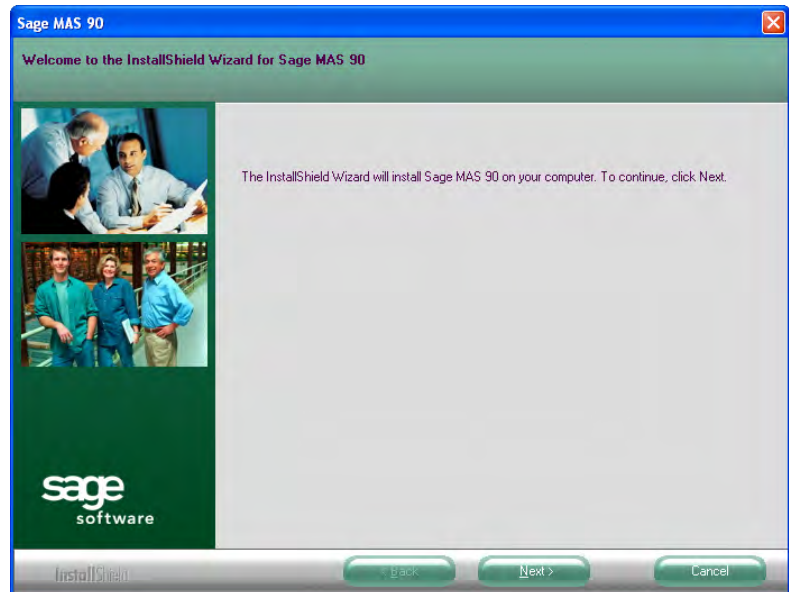
NOTE

For information on installing the Web Engine, refer to your *e-Business Manager Installation Guide*.

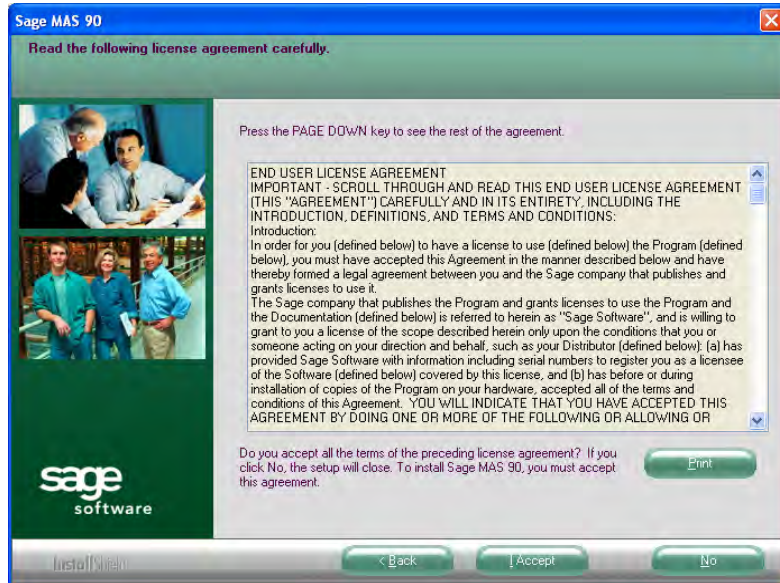
Running the Sage MAS 90 Setup Program

To run the Sage MAS 90 Setup program

- 1 On the Sage MAS 90 Autorun screen, click Install MAS 90. The Setup program may take a few seconds to launch. Click Next.



- 2 Click I Accept to accept the terms of the license agreement. You must accept the agreement to continue with the installation.

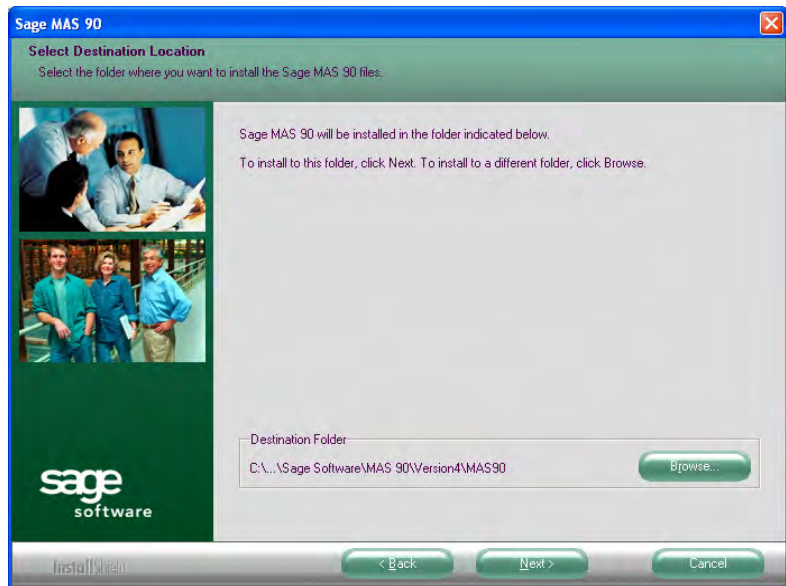


- 3 The Setup program requires you to specify where to install Sage MAS 90. Click Browse to view a listing of all drives and folders available on the server. You are prompted to create the path if the path you enter does not exist.

⚠ WARNING
Data must be migrated from its 3.x location to the 4.x location.

If you are upgrading your system from Level 3.x, you can only perform a parallel installation. You must first install the current version 4.x software to a new location and then migrate and convert your Level 3.x data to version 4.x.

After selecting a path, click Next.





NOTE

If your serial number includes leading zeros, make sure to enter all zeros.

- 4 Type the company and registration information found on your packing list to register your software.

You can access most modules for 45 days before you must register them; however, the e-Business Manager, Custom Office, Electronic Reporting, and Visual Integrator modules must be registered before they can be accessed.

The serial number, user key, customer number, and product key are required.

Sage MAS 90

Enter Company Information
Enter your company and registration information.

Type your company name and registration information.

Company Name	Reseller Name
Sage Software, Inc.	None
Serial Number	Customer Number
7654321	654321
User Key	
AA1BB2CC3DD4EF56GG	
Product Key	
5R5R5	R5R5R
5R5R5	R5R5R
5R5R5	R5R5R

sage software

Installation < Back Next > Cancel



NOTE

After security is enabled, it cannot be disabled.

- 5 Select a security model for the system. If you select No Security, all users will be able to access all modules and menu tasks until security is enabled at a later time. If you select Standard Security, you will set up companies, roles, user information, and system configuration after installing the software. Standard Security requires users to log on to the system.

If you select Standard Security, create an administrator password. You will need this password to enter the system, create companies, and set up roles, users, and system preferences.

Sage MAS 90

Select Security Model
Select the security model for your Sage MAS 90 system.

Security is used to prevent unauthorized access to your Sage MAS 90 system. If you are migrating from an existing system, you must select Standard Security to migrate users. Select a security model below.

☐ No Security
Security will not be configured. Security can be enabled at any time using Role Maintenance and User Maintenance.

☒ Standard Security
Select this option to restrict access to specific users. Individual roles can be configured to refine access to modules and tasks in the system. Selecting Standard Security creates an Administrator logon. Type a password for the Administrator logon below. The Administrator logon only has access to certain Library Master tasks and cannot be used to run other modules. After security is enabled, it cannot be disabled.

The Administrator password must be at least eight characters long.

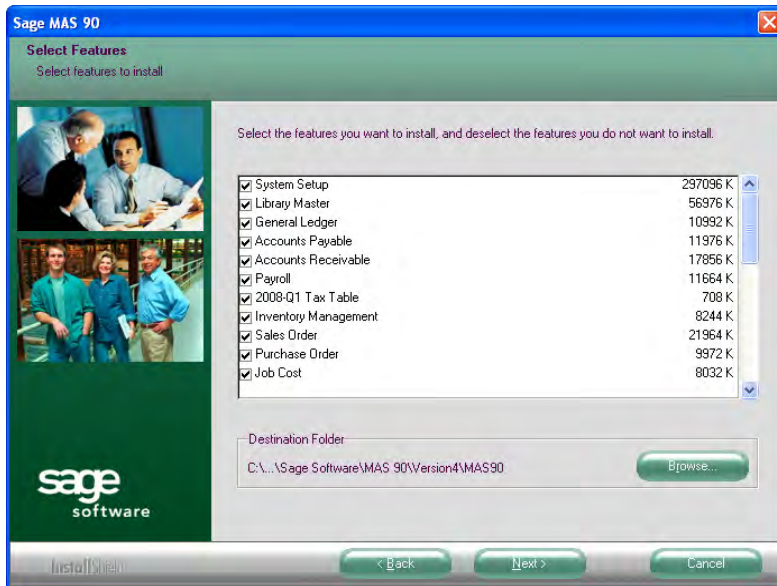
Administrator Password

Confirm Password

InstallShield < Back Next > Cancel

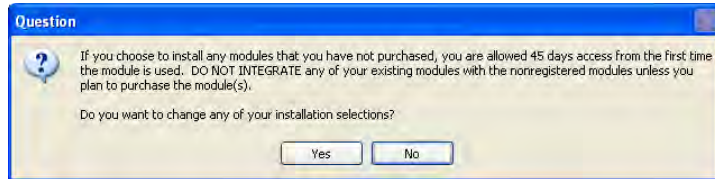
- 6 Modules that have been purchased are automatically selected. Clear the check box of each applicable module that you do not want to install. The time required for installing modules depends on the number of modules installed. If several modules are installed, this process can take several minutes.

If you are installing the integration with SageCRM 200, select the Customer Relationship Management check box to install the Customer Relationship Management module. If this check box is selected, you are also prompted to install the Sage MAS 90 and 200 Integration Engine at the end of the Sage MAS 90 installation. For more information, see Integrating Sage MAS 90 with SageCRM 200 on page 45. Click Next.

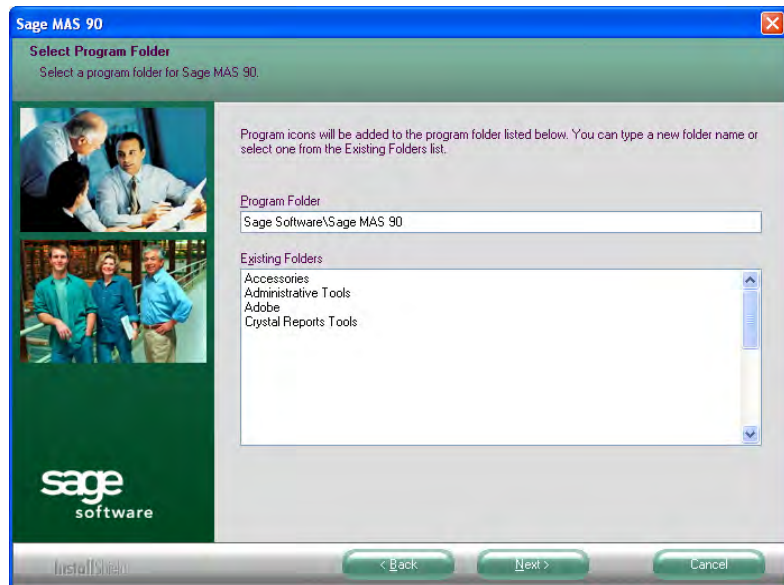


⚠ WARNING
Do not integrate your existing modules with nonregistered modules unless you plan to purchase those modules.

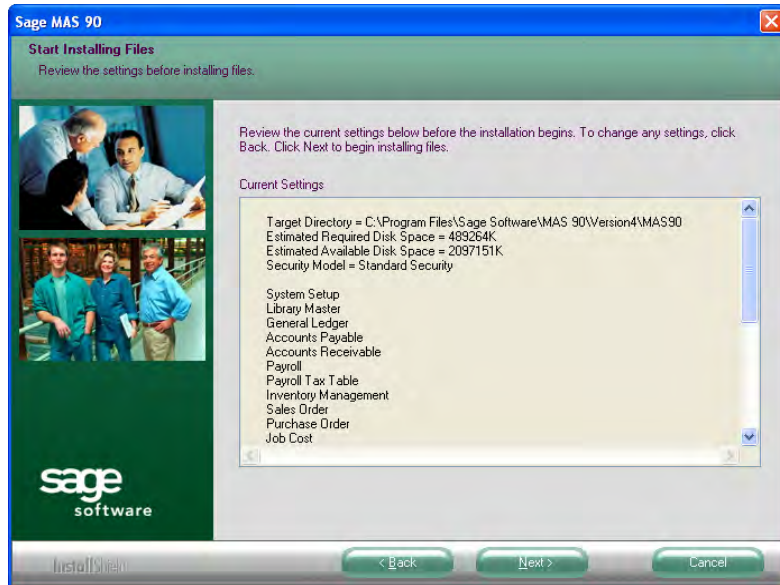
- 7 You can install modules that you have not purchased; however, you are required to purchase and unlock these modules after 45 days. The 45-day trial period does not begin until the first time a module is accessed. Click Yes to change any of your module selections. Click No to continue with the installation process.



- 8 A program group and icon are established in the Start menu to run Sage MAS 90. Modify this folder, if needed, and click Next.



9 Review your settings and click Next to begin the installation.



The Setup program verifies that no other programs are running that may be using files to be installed by the Setup program. If you receive a message (after clicking Next) stating that Setup cannot copy files because they are currently in use, close all programs and select Continue, and then click Next. To exit the Setup program, select Exit, and click Next.

If you receive a message (at the end of the installation) stating that Setup was unable to detect an installation of Adobe Acrobat Reader, click OK to continue with the installation. After the installation process, the Autorun screen appears. You can install Acrobat Reader from this window. Acrobat Reader is needed to view the online *Getting Started Guide*, the module report samples, and module overview PDFs in the Help system.

- 10 If you are performing a new installation or installing over an existing version 4.x installation, your installation is complete. Click Finish.

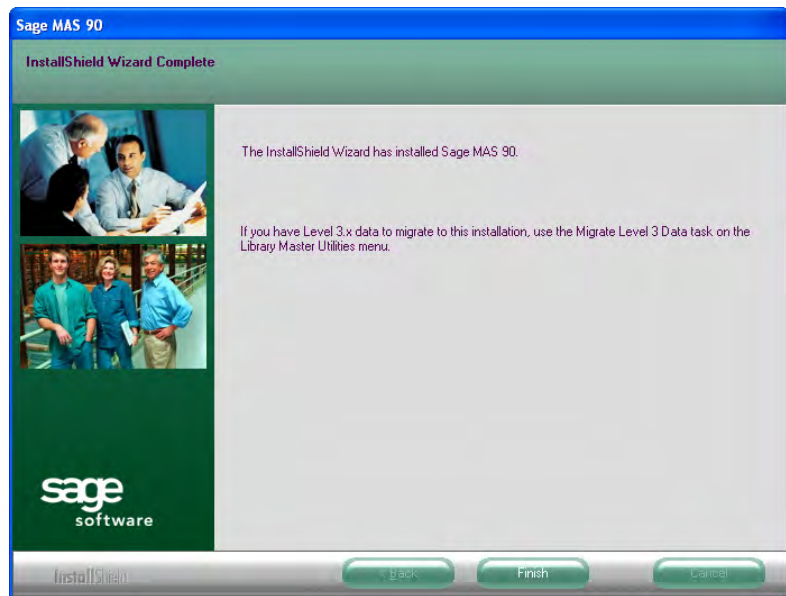
If you have Level 3.x data to migrate to this installation, use the Migrate Level 3 Data task on the Library Master Utilities menu. For more information, see Migrating Level 3.x Data on page 73.

If you selected to install the Customer Relationship Management module, you are prompted to install the Sage MAS 90 and 200 Integration Engine. Proceed to step 2 on page 50.



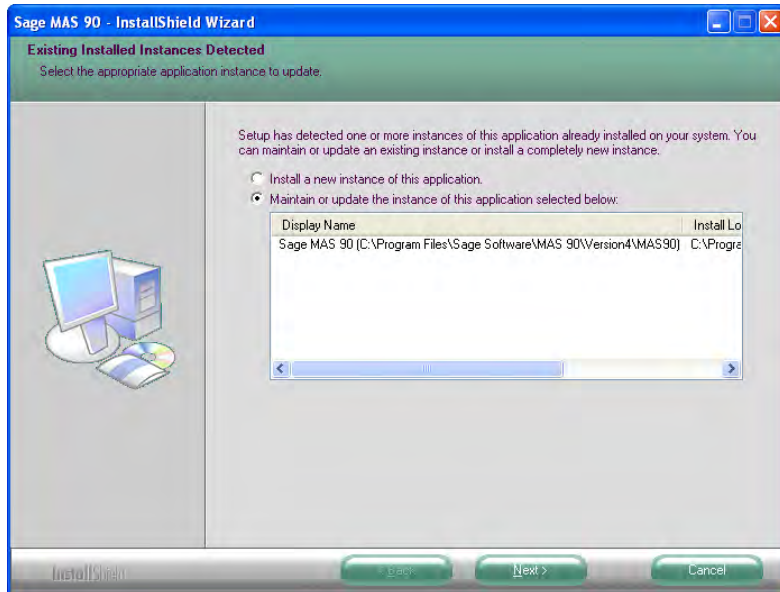
NOTE

After installing Sage MAS 90, apply any available Service Packs or Service Updates. Service Packs and Service Updates are available on the Sage Software Online Web site.



Reinstalling

If you previously installed a 4.x version of the software, the following window appears after the Welcome page. You can install over an existing version 4.x installation, or install a new copy of the software. Installing over an existing 4.x version of the software streamlines the installation process.



Selecting Installation Options

- 1 Select an installation option
 - If you are installing over an existing version 4.x installation, select Maintain or update the instance of this application selected below, and then select the previously installed version of the software that you will install over and click Next. Proceed to step 2 on page 17.
 - If you are installing a new copy of the software, select Install a new instance of this application, and then click Next. Proceed to step 1 on page 7.

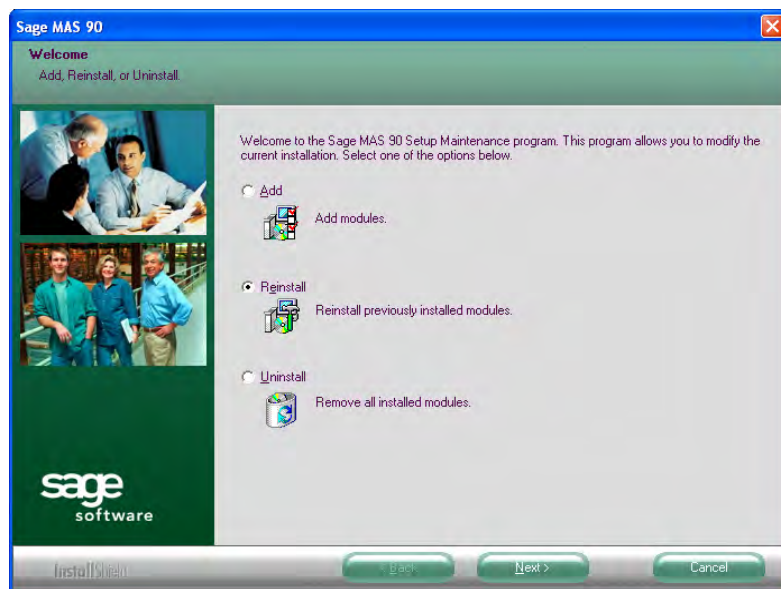
- 2 After selecting an existing version 4.x installation to install over, you are asked to add, reinstall, or uninstall all modules.
- Select Add if you purchased additional modules and are adding them. You will be required to enter a new product key.
 - Select Reinstall to reinstall previously installed modules. The product key information from the selected installation is used unless the information is invalid or has expired. You will not be able to enter new product key information using this option.
 - Select Uninstall to completely uninstall Sage MAS 90. To uninstall modules individually, use the System Configuration task on the Library Master Setup menu.



NOTE

If Sage MAS 90 is uninstalled and then reinstalled, Paperless Office must be set up again.

To reinstall over an existing version 4.x installation, select Reinstall, and then click Next. Proceed to step 6 on page 12.



Workstation Setup



NOTE

Sage Software does not support running Sage MAS 90 through a shared network installation of Windows.

The Workstation Setup program is used specifically for Windows workstations attached to a Novell or Windows network. This program must be run in order to use Sage MAS 90 software on any workstation. The workstation from which the Sage MAS 90 software was originally installed does not need to run this Setup. The Workstation Setup program copies all the necessary Dynamic Link Libraries and programs to the Windows\System folder and also sets up the initialization files for this particular workstation.

For workstation operating system requirements, see the Supported Platform Matrix in the Support area of the Sage Software Online Web site.

Running Workstation Setup



WARNING

The Workstation Setup program will not run if it is not executed from a mapped drive letter.

Do not run the Workstation Setup program from a UNC path or through Network Neighborhood.

The Workstation Setup program can be run from the Sage MAS 90 CD-ROM or from the server where Sage MAS 90 is installed.

To run Workstation Setup

- 1 Close all other programs before beginning the installation process. In addition, temporarily shut down antivirus, antispyware, and script blocking applications before running Workstation Setup.
- 2 To begin the installation process from the CD-ROM, map a drive letter to the share point above the MAS90 folder on the server on which Sage MAS 90 is installed. Place the Sage MAS 90 CD-ROM in the CD-ROM drive of your workstation.

To begin the installation process from a server installation of Sage MAS 90, map a drive letter to the share point above the MAS90 folder. In the MAS90\Wksetup folder, double-click AUTORUN.EXE to begin the installation.



NOTE

Run the Workstation Setup program after every Sage MAS 90 software upgrade.

- 3 If Autorun is enabled on the workstation, the Sage MAS 90 Autorun screen appears; otherwise, select Windows Start menu > Run, and type **D:\AUTORUN.EXE**, where D:\ is the CD-ROM drive. On the Sage MAS 90 Autorun screen, click Run Workstation Setup. The Workstation Setup program takes a few seconds to launch.



There are several options available on the Sage MAS 90 Autorun screen for installing Sage MAS 90 components.

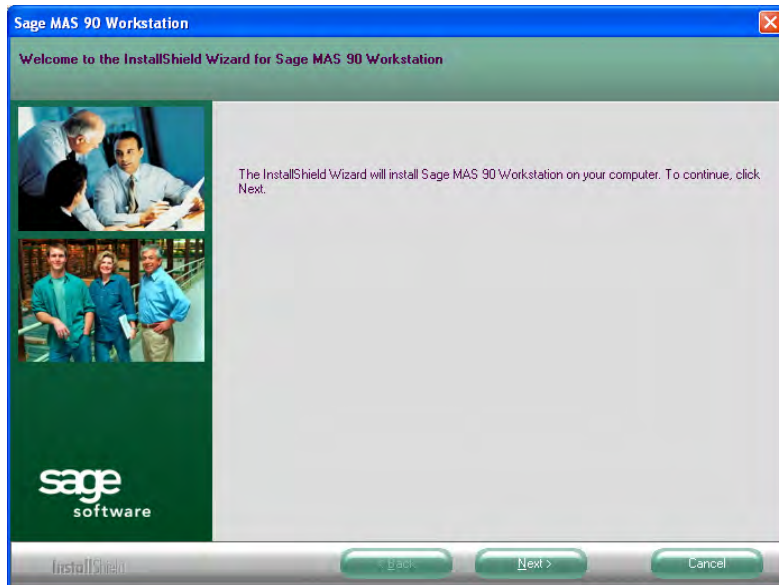
- **Install MAS 90:** Select this option to install the Sage MAS 90 Setup program. This option is required. For more information, see Installation Process on page 4.
- **Run Workstation Setup:** Select this option to install the Workstation Setup program to local workstations. Workstation Setup can also be run from the Sage MAS 90 installation. This option is required for all workstations.



NOTE

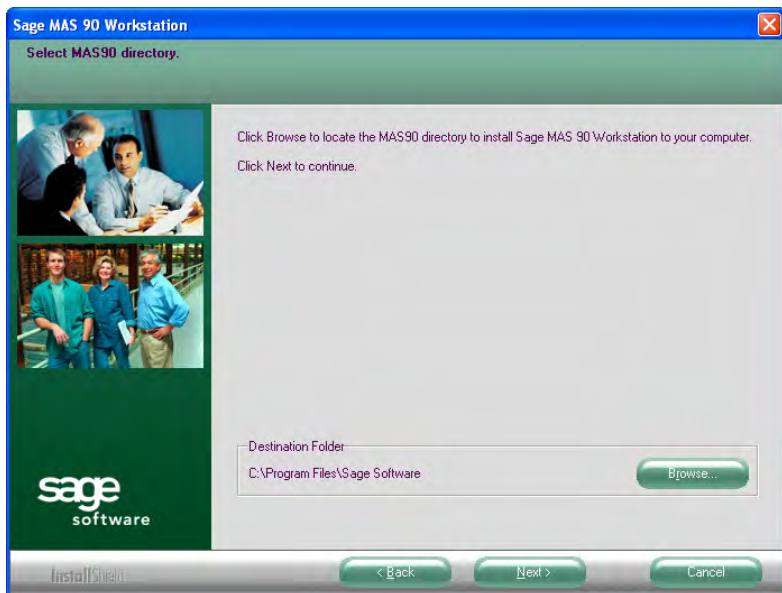
For information on installing the Web Engine, refer to your *e-Business Manager Installation Guide*.

- **Install Federal and State eFiling and Reporting:** Select this option to install Federal and State eFiling and Reporting, which allows you to print and electronically file your payroll tax forms, as well as your 1099 forms using signature-ready plain paper tax forms. This option requires the Accounts Payable and/or Payroll modules. For more information, see *Installing Federal and State eFiling and Reporting* on page 35.
 - **Install e-Business Manager Web Engine:** Select this option to install the Web Engine. This option requires the e-Business Manager module.
 - **Install Acrobat Reader:** Select this option to install Adobe's Acrobat Reader. Acrobat Reader is required to view the online *Getting Started Guide*, the module report samples, and module overview PDFs in the Help system.
- 4 Click Next to proceed with the installation.

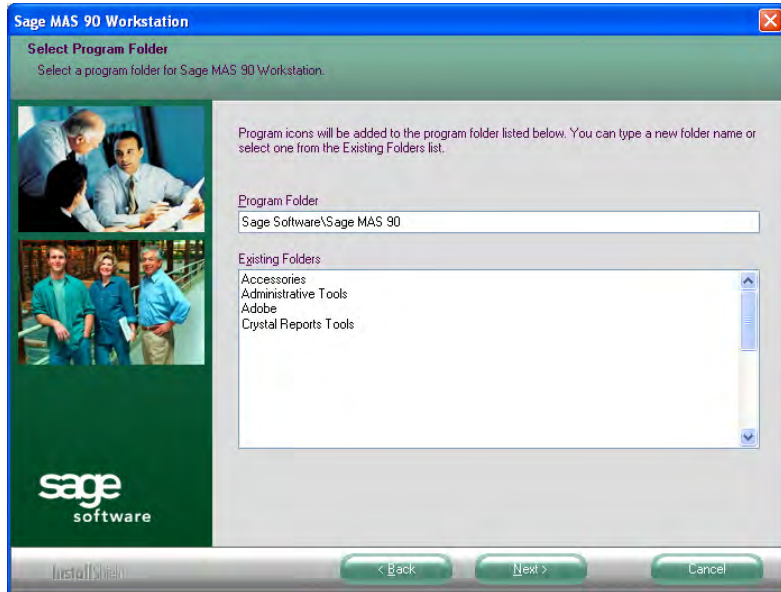


- 5 Select the folder where Sage MAS 90 is installed. Click Browse to select the MAS90 folder. After selecting a path, click Next.

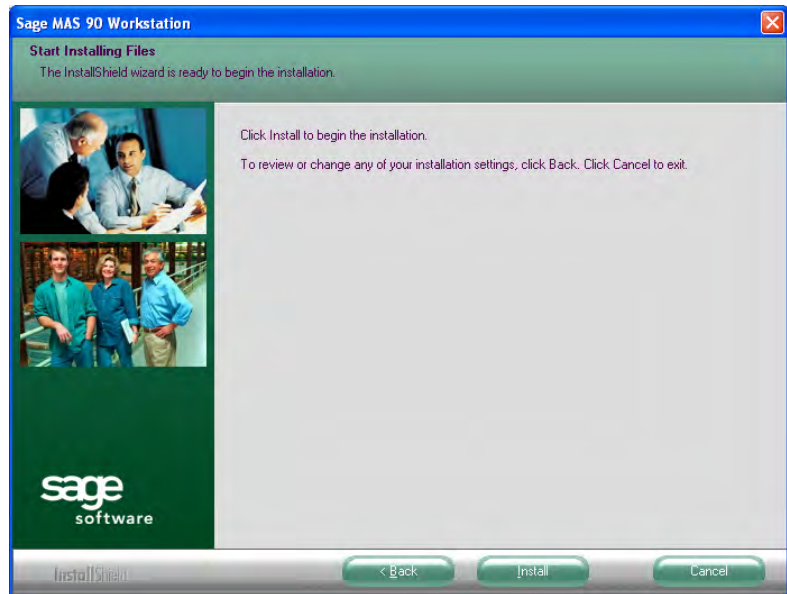
If you are running the Workstation Setup program from the MAS90\Wksetup folder, this screen does not appear.



- 6** A program group and icon are established in the Start menu to run Sage MAS 90. Modify this folder, if needed, and click Next.



7 Click Install to begin the installation.



If you receive a message (after clicking Install) stating that Setup was unable to detect an installation of Adobe Acrobat Reader, click OK to continue with the installation. After the installation process, the Autorun screen appears. You can install Acrobat Reader from this window. Acrobat Reader is needed to view the online *Getting Started Guide*, the module report samples, and module overview PDFs in the Help system.

After the Workstation Setup program has copied the necessary files to your workstation, a program group is created and an icon is added to the Start menu to run Sage MAS 90.

Considerations for Installing on a Novell NetWare Network



NOTE

Prior to beginning the installation process, see Pre-Installation Checklist on page 113.

The following are special considerations to be aware of before installing or upgrading Sage MAS 90 on a Novell NetWare network.

- All users must exit Sage MAS 90 before performing an upgrade.
- Sage MAS 90 users need full rights to all the files and folders below the MAS90 folder, including read, write, create, erase, modify, and file scan. Not granting these rights will result in errors when using Sage MAS 90.



NOTE

Integration between Sage MAS 90 and SageCRM 200 is not supported on Novell NetWare networks.

- Long file name support must be enabled on the server.
- For a list of the supported versions of the Novell Client software and Novell NetWare server, and additional information on restrictions and stipulations when running Sage MAS 90 in the Novell NetWare environment, see the Supported Platform Matrix located in the Support area of the Sage Software Online Web site.



NOTE

Every workstation running Sage MAS 90 must use only the supported versions of the Novell Client as specified in the Supported Platform Matrix. Not doing so may result in data corruption, concurrency, and stability issues.

- Each workstation must recognize the network drive on which Sage MAS 90 is loaded using a mapped drive letter. Using Universal Naming Convention (UNC) paths are not supported.

Example:

Correct

F:\Mas90\Home\Pvxwin32.exe

Wrong

\\Servername\Sharename\Mas90\Home\Pvxwin32.exe

If company data is moved to a different data location using Library Master Company Maintenance, the same drive letter must be used from all workstations to point to the alternate folders, including the server if it is used as a workstation.

Considerations for Installing on a Windows 2000/2003 Server Network



NOTE

Prior to beginning the installation process, see Pre-Installation Checklist on page 113.

The following are special considerations to be aware of before installing or upgrading Sage MAS 90 on a Windows 2000/2003 network.

- Perform the CD installation on Sage MAS 90 either directly at the server or from the workstation.
- When installing, close down all other visible desktop applications (for example, Microsoft Office applications). You should also shutdown some of the applications running in the system tray; however, you should not shutdown antivirus software unless it is actually interfering with the installation.
- At the server, create a share at a parent folder above the Sage MAS90 folder. Do not create the share directly at the MAS90 folder. Every workstation will be required to map a drive to this share point.
- Each workstation must recognize the network drive on which Sage MAS 90 is loaded using a mapped drive letter. Using Universal Naming Convention (UNC) paths is not supported.



NOTE

For more information about setting security permissions on operating systems, see Sage MAS 90 Security Permissions on page 117.

Example:

Correct

F:\Mas90\Home\Pvxwin32.exe

Wrong

\\Servername\Sharename\Mas90\Home\Pvxwin32.exe

If company data is moved to a different data location using Library Master Company Maintenance, the same drive letter must be used from all workstations to point to the alternate folders, including the server if it is used as a workstation.

Make sure the drive mapping is created so it remains persistent after restarting the workstation. Generally this is accomplished either through a logon script or by selecting the Reconnect at Logon check box in the Map Network Drive window at the workstation.

- For the hardware and service pack requirements for both the workstations and server, see the Supported Platform Matrix located in the Support area of the Sage Software Online Web site.

Considerations for Installing on a Windows Peer-to-Peer Network



NOTE

Prior to beginning the installation process, see Pre-Installation Checklist on page 113.

The following are special considerations to be aware of before installing or upgrading Sage MAS 90 on a Windows Peer-to-Peer network.

- Only the following operating systems are supported in a peer-to-peer configuration:
 - Windows 2000 Professional
 - Windows XP Professional Edition
 - Windows Vista Business with Service Pack 1
 - Windows Vista Enterprise with Service Pack 1
 - Windows Vista Ultimate with Service Pack 1
- The server and all workstations must be using the same operating system. For example, if the server and three workstations use Windows XP Professional Edition but one additional workstation is running Windows 2000 Professional, this configuration is not supported.
- When running with more than two users, the workstation acting as the server should be dedicated. Running Sage MAS 90 on the server concurrently while other users are accessing Sage MAS 90 from their own workstations may result in instability and performance issues.
- A maximum of five users is supported when running in the peer-to-peer environment.

**NOTE**

For information about setting security permissions on operating systems, see Sage MAS 90 Security Permissions on page 117.

- At the server, create a share at a parent folder above the MAS90 folder. Do not create the share directly at the MAS90 folder. Every workstation will be required to map a drive to this share point.

If the server is running Windows XP Professional Edition and has Simple File Sharing enabled, when creating the share, select the Allow Network Users to Change My Files check box. To verify if Simple File Sharing is enabled, select Windows Start menu > My Computer. Then select Tools menu > Folder Options. Click the View tab and scroll to the bottom. Verify the Use Simple File Sharing (Recommended) check box is selected.

**NOTE**

Make sure the drive mapping is created so it remains persistent after restarting the workstation. Generally this is accomplished by selecting the Reconnect at Logon check box in the Map Network Drive window at the workstation.

- Each workstation must recognize the network drive on which Sage MAS 90 is loaded using a mapped drive letter. Using Universal Naming Convention (UNC) paths are not supported.

Example:

Correct

F:\Mas90\Home\Pvxwin32.exe

Wrong

\\Servername\Sharename\Mas90\Home\Pvxwin32.exe

If company data is moved to a different data location using Library Master Company Maintenance, the same drive letter must be used from all workstations to point to the alternate folders, including the server if it is used as a workstation.

If you are using Windows 2000 Professional or Windows XP Professional and need to use the same drive letter on the server as you do on the workstation because you have moved company data to an alternate location, at the server create a drive mapping to the share point. Do not use the SUBST command.

- For the hardware and service pack requirements for both the workstations and server, see the Supported Platform Matrix located in the Support area of the Sage Software Online Web site.

Installing Crystal Reports

Crystal Reports Overview

Crystal Reports is a powerful, graphics-oriented reporting program that allows users to customize their graphical forms. Crystal Reports is fully integrated with Sage MAS 90. Sage MAS 90 provides a number of customizable Crystal Reports forms as part of the standard installation. The Workstation Setup program for Sage MAS 90 installs the standard Crystal Reports Run-Time Engine on each workstation allowing all users to view reports created through Crystal; however, to modify or customize the standard forms included with Sage MAS 90, or to create your own reports, you must install the Crystal Reports Design Environment. This is provided on a separate Crystal Reports CD-ROM.

Installing the Design Environment

You can install Crystal Reports in a number of different configurations. For information on the various options and configurations available, refer to the Crystal Reports user's manual and online documentation. This section of the manual discusses the relevant options required to run in the Sage MAS 90 environment.

Each user that will be designing, customizing, or modifying Crystal Reports will need to install Crystal Reports on their local system.

If you are installing to the workstation for the purposes of modifying or creating Crystal reports, you will need to install Crystal Reports and perform a Typical installation. The Typical installation uses pre-assigned settings. For more information, see Installing Crystal Reports to the Workstation on page 32.

If you are installing Crystal Reports to the network server, refer to the Install PDF file located at the root Crystal Reports CD-ROM.

Installing Crystal Reports to the Workstation

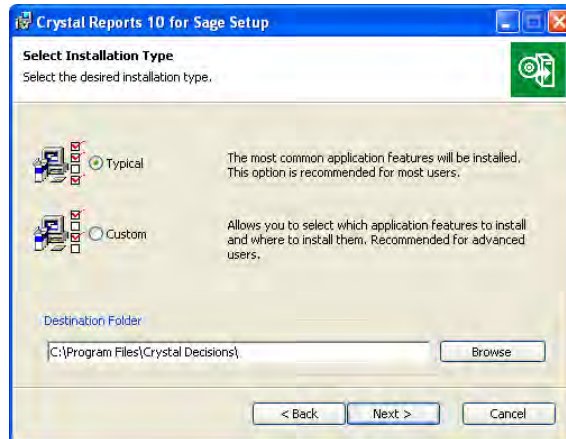
To install Crystal Reports to the workstation

- 1 Place the Crystal Reports for Sage CD-ROM in the CD-ROM drive.
- 2 If Autorun is enabled on the workstation, the splash screen appears; otherwise, on the Start menu, click Run and type **D:\Setup.exe**, where D:\ is the CD-ROM drive. Click Install Crystal Reports.
- 3 The Crystal Reports 10 for Sage Setup window appears. Click Next.

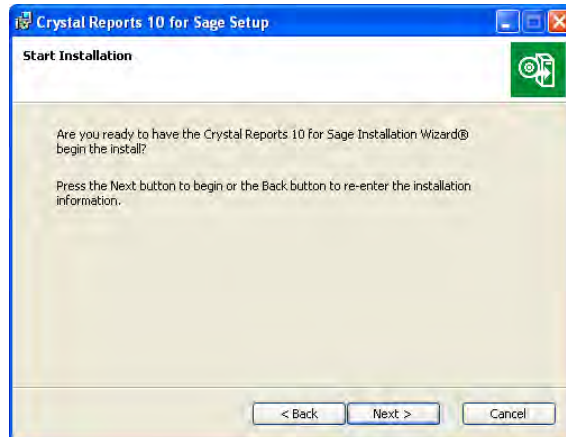


- 4 In the License Agreement dialog box, select I accept the License Agreement, and then click Next.

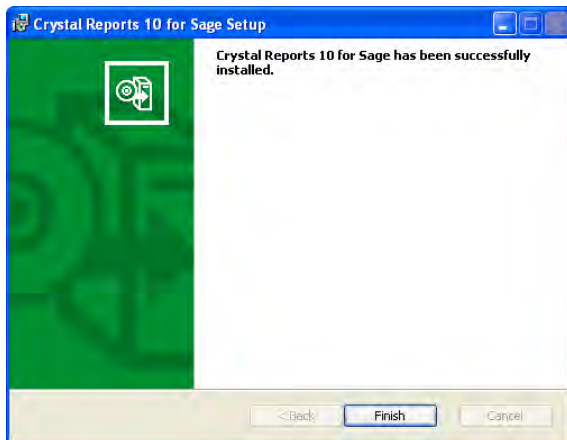
- 5 Click Browse to change the installation path. Select Typical, and then click Next.



- 6 Click Next to begin the installation process.



- 7 A progress meter appears while the installation is in progress. When the installation is complete, the following window appears. Click Finish to exit.



Installing Federal and State eFiling and Reporting

Federal and State eFiling and Reporting Overview

Federal and State eFiling and Reporting allows you to print and electronically file your payroll tax forms, as well as your 1099 forms using signature-ready plain paper tax forms. Every report is saved in its own history or draft file for easy retrieval.

Considerations for Installing Federal and State eFiling and Reporting

The following are special considerations to be aware of before installing Federal and State eFiling and Reporting.

- To use Federal and State eFiling and Reporting with data created in Sage MAS 90 version 4.20 or prior or from another business management system, perform the conversion to version 4.30 after the quarter end and before the first payroll in the current quarter to avoid values being placed in the wrong boxes on some forms. If conversion is performed mid-quarter, some eFiling and Reporting forms will require editing.
- If you are upgrading from version 4.20 or prior, and a tax limit type other than Annual is selected in Tax Table Maintenance, your limit values will not be calculated correctly on eFiling and Reporting forms until the first payroll run after conversion to version 4.30.

Installing Federal and State eFiling and Reporting to the Workstation

You must install Federal and State eFiling and Reporting separately on each Sage MAS 90 workstation.

To install Federal and State eFiling and Reporting to the workstation

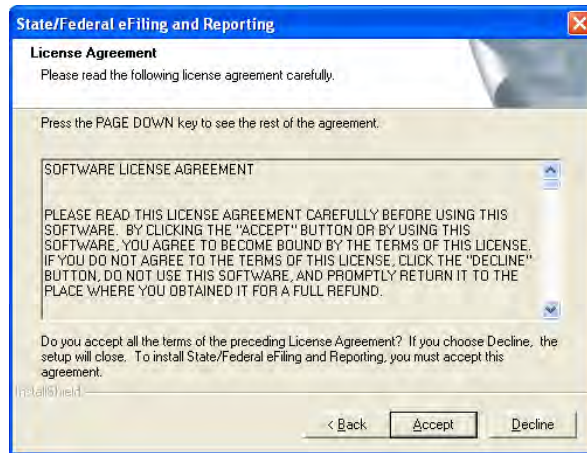
- 1 Place the Sage MAS 90 CD-ROM in the CD-ROM drive.
- 2 If Autorun is enabled on the workstation, the splash screen appears; otherwise, select Windows Start menu > Run, and type **D:\AUTORUN.EXE**, where D:\ is the CD-ROM drive.

To begin the installation process from a server installation of Sage MAS 90, map a drive letter to the share point above the MAS90 folder. In the MAS90\Wksetup folder, double-click AUTORUN.EXE to begin the installation.

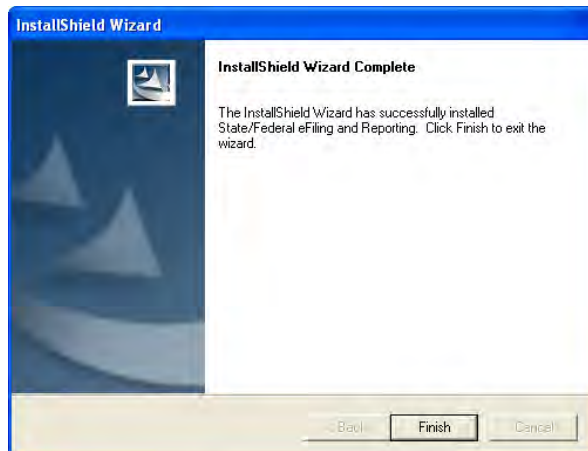
- 3 On the Sage MAS 90 Autorun screen, click Install Federal and State eFiling and Reporting.
- 4 The InstallShield Wizard for the Federal and State eFiling and Reporting option appears. Click Next to begin the installation.



- 5 Click Accept to accept the terms of the license agreement. You must accept the agreement to continue with the installation.



- 6 A progress meter appears while the installation is in progress. When the installation is complete, the following window appears. Click Finish to exit.



Setting Up Credit Card Processing

Overview of Credit Card Processing

You can use the Credit Card Processing module powered by either Sage Payment Solutions or PCCharge Payment Server for validation and authorization of credit cards through modules such as Accounts Receivable, Sales Order, and e-Business Manager. Both Sage Payment Solutions and PCCharge Payment Server work with a number of popular merchant accounts.

Sage Payment Solutions

The Credit Card Processing module powered by Sage Payment Solutions is installed with Sage MAS 90 and requires the Accounts Receivable and Sales Order modules to be installed. For more information, see Set Up the Credit Card Processing Module for Sage Payment Solutions in the Help system.

PCCharge Payment Server

The Credit Card Processing module powered by PCCharge Payment Server is installed with Sage MAS 90 and requires the PCCharge Payment Server and the Accounts Receivable and Sales Order modules to be installed.

Installing the PCCharge Payment Server

Installation of the PCCharge Payment Server is a multi-phase process.

To install the PCCharge Payment Server

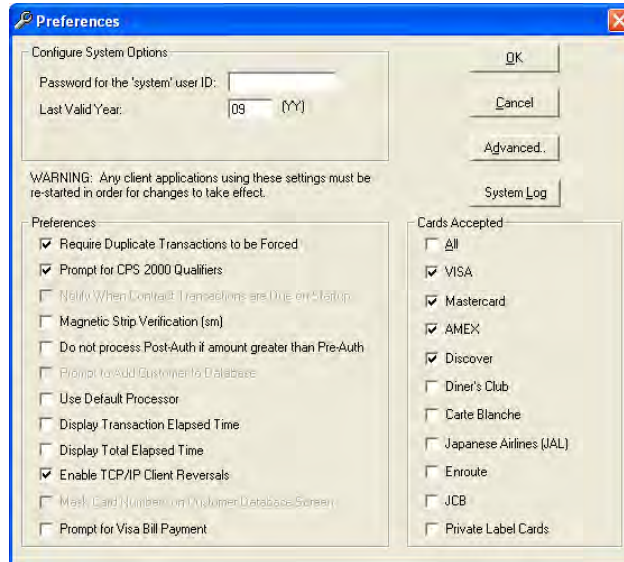
- 1 Make sure you have all the information required to configure your PCCharge Payment Server before running the installation. Follow the instructions included in the PCCharge Payment Server online documentation.
- 2 Review the *PCCharge Payment Server* manual available on the PCCharge Payment Server CD-ROM. The manual is provided as a PDF file.
- 3 Install the PCCharge Payment Server. Select a server on your network that has a modem connection or access to the Internet. You will need to determine your hardware requirements based on which merchant you are using.
- 4 Contact VeriFone (formerly GO Software) Technical Support to activate your PCCharge Payment Server software (this information is also included in the PCCharge Payment Server online documentation).
- 5 Sage MAS 90 communicates with the PCCharge Payment Server using TCP/IP. This is not the default configuration. If you did not configure TCP/IP, perform steps 6 through 7.



NOTE

Most merchant accounts support modem connections but only a few support SSL through the Internet.

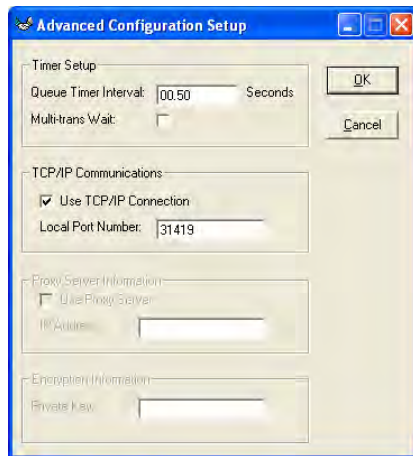
- 6 To enable this configuration, you must enable TCP/IP support and establish a port on which the PCCharge Payment Server will be listening. Start the PCCharge Payment Server and select Setup menu > Preferences. In the Preferences window, click Advanced.



- 7** The Advanced Configuration Setup window appears. Select the Use TCP/IP Connection check box in the TCP/IP Communications section.

The Local Port Number defaults to 31419. You can change this to any port number that is not currently in use on this workstation by another application. Do not use ports under 1024. These ports are reserved for common services (such as HTTP, SSL, and SMTP).

Consult your System Administrator to verify there are no port conflicts occurring on the machine to which you are installing the Payment Server. Write down the port number if you change it so that it can be recorded in Sage MAS 90.



- 8** Configure the Sage MAS 90 component so the applications can communicate with the PCCharge Payment Server.



NOTE

If the Credit Card Processing module is not registered, the fields on the Servers tab are not available.

- 9 The PCCharge Payment Server is not accessible from within Sage MAS 90 until the Credit Card Processing module is registered. To enable the Credit Card Processing module for PCCharge Payment Server, perform the following:
 - a Select the Library Master Main menu > Company Maintenance.
 - b Click the Servers tab. At the Enable Credit Card Payment Server field, select **PCCharge**.
 - c Complete the remaining fields.

Company Maintenance (ABC) 5/31/2010

Company Code: ABC

Company Name: ABC Distribution and Service Corp.

1. Main | 2. Preferences | 3. Servers | 4. E-mail | 5. Fax

Credit Card Payment Server

Enable Credit Card Payment Server: ☒ PCCharge

Use Default Server Settings: ☐

IP Address: Port:

Path:

Timeout: 90

Enable Batch Authorizations: ☐

Force Reconnect for Each Authorization: ☐

☒ Use as Default Company for Server Settings

Accept Cancel Delete ?

Accessing the Payment Server Manual

The *PCCharge Payment Server* manual is available on the PCCharge Payment Server CD-ROM. If you do not have Adobe Acrobat Reader installed on your workstation, you will need to install it before accessing the documentation. You cannot view the *PCCharge Payment Server* manual until Adobe Acrobat Reader is installed.

To view the *PCCharge Payment Server* manual, open Windows Explorer and browse to the CD-ROM drive where the PCCharge Payment Server CD-ROM is located and double-click the DOCUMENTATION.PDF file.

Support and Upgrades

VeriFone (formerly GO Software) provides support for the PCCharge Payment Server product and can assist you with troubleshooting the setup, configuration, and continuing maintenance of the server. Contact VeriFone if you are having problems receiving authorizations. For contact information, refer to the PCCharge Payment Server online documentation.

Integrating Sage MAS 90 with SageCRM 200

This chapter specifically covers the installation of the Customer Relationship Management module and the Sage MAS 90 and 200 Integration Engine, which are required for the integration between Sage MAS 90 and SageCRM 200.

Read this guide and your *Sage MAS 90 or 200 Integration Installation and System Administrator's Guide* completely before installing and setting up the integration between Sage MAS 90 and SageCRM 200.

Sage MAS 90 and SageCRM 200 Integration Overview

The Customer Relationship Management module in Sage MAS 90 provides an integration between Sage MAS 90 and SageCRM 200. SageCRM 200 is an Internet-enabled customer relationship management application that provides access to customer, prospect, and partner information. When SageCRM 200 is integrated with Sage MAS 90, SageCRM users can access Sage MAS 90 accounting system tasks while managing their customer relationships in SageCRM 200.

SageCRM 200 Requirements

Install SageCRM 200 on one or more servers separate from the Sage MAS 90 server. In addition to the system requirements for Sage MAS 90, there are different hardware, operating system, and software requirements for the SageCRM 200 servers. Additional components must be installed on the SageCRM 200 servers, including Microsoft Internet Information Services (IIS) and Microsoft SQL Server. This guide assumes that you understand the IIS Web server and SQL Server environments.

User workstations accessing SageCRM 200 require additional software as well, including Microsoft Internet Explorer.

For more information about specific SageCRM 200 server requirements, refer to the Integrated Solutions Compatibility Matrix on the Sage Software Online Web site, and your SageCRM 200 administrator's guide.

Sage MAS 90 and SageCRM 200 Integration Architecture

The integration between Sage MAS 90 and SageCRM 200 is divided between two or more primary servers and the user workstations, which split the overall processing power requirement for optimal flexibility and performance.

SageCRM Server(s)

The SageCRM server(s) host the SageCRM 200 program files, IIS Web Server, SageCRM SQL Server database, and Sage MAS 90 and 200 Integration. These components should be installed on a separate server from the Sage MAS 90 server. SageCRM 200 and Sage MAS 90 and 200 Integration must be installed on the same IIS Web Server.

Depending on the number of users accessing SageCRM 200, it may be necessary to split the SageCRM 200 SQL Server database and the IIS Web server across two or more machines. For more information, refer to your SageCRM 200 administrator's guide.

Only one company in Sage MAS 90 can be integrated with a single SageCRM 200 database. If you are integrating multiple companies in Sage MAS 90 with SageCRM 200, you must create a separate SageCRM 200 database for each Sage MAS 90 company you are integrating.

Sage MAS 90 Server



NOTE

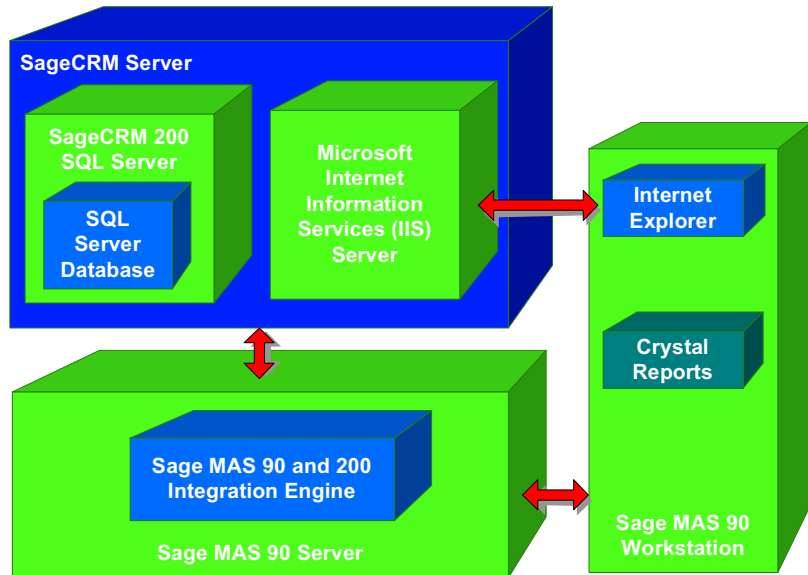
In some parts of this chapter, the Sage MAS 90 and 200 Integration Engine is referred to simply as the Integration Engine.

This is the server on which Sage MAS 90 (including the Customer Relationship Management module) and the Sage MAS 90 and 200 Integration Engine are installed. The Sage MAS 90 and 200 Integration Engine is a service that provides the interface between Sage MAS 90 data and SageCRM 200 data. Sage MAS 90 and the Sage MAS 90 and 200 Integration Engine must be installed on the same server.

User Workstations

Each workstation accessing the integration requires the installation of Sage MAS 90 workstation components. Installation of Microsoft Internet Explorer is also required for users to access the SageCRM 200 Web pages hosted on the SageCRM 200 Web server. For more information about SageCRM 200 workstation requirements, refer to your SageCRM 200 administrator's guide.

The following chart illustrates a possible configuration of the SageCRM 200 and Sage MAS 90 server and workstation integration components. Your configuration may be different depending on your SageCRM 200 server requirements.



Installing the Sage MAS 90 and SageCRM 200 Components

To install the integration between Sage MAS 90 and SageCRM 200, you must install several components. These components are provided on separate CD-ROMs and should be installed in the order described in the Installation Process on page 49.

Required Installation Components

The following components are provided on the SageCRM for MAS 90 and 200 CD-ROM, and must be installed on the SageCRM 200 server(s).

- SageCRM 200
- Sage MAS 90 and 200 Integration

The following components are provided on the Sage MAS 90 CD-ROM, and must be installed on the Sage MAS 90 server and/or workstations:

- Sage MAS 90, including the Customer Relationship Management module
- Sage MAS 90 and 200 Integration Engine

This guide provides specific instructions for installing Sage MAS 90, the Customer Relationship Management module, and the Sage MAS 90 and 200 Integration Engine.

For information about installing SageCRM 200, refer to your SageCRM 200 administrator's guide. For information about installing Sage MAS 90 and 200 Integration, refer to your *Sage MAS 90 and 200 Integration Installation and System Administrator's Guide*. These documents can be viewed from the SageCRM for MAS 90 and 200 CD-ROM.

Installation Process

The installation process below describes all the procedures that must be performed to install the integration between Sage MAS 90 and SageCRM 200.

- 1 On the SageCRM server, install the SageCRM 200 software provided on the SageCRM for MAS 90 and 200 CD-ROM. For more information, refer to your SageCRM 200 administrator's guide and the Pre-Installation Checklist in your *Sage MAS 90 and 200 Integration Installation and System Administrator's Guide*.
- 2 On the SageCRM server, install the Sage MAS 90 and 200 Integration software provided on the SageCRM for MAS 90 and 200 CD-ROM. For more information, refer to your *Sage MAS 90 and 200 Integration Installation and System Administrator's Guide*.
- 3 Log on to SageCRM 200 as the administrative user. Set up the SageCRM 200 system and create users. One SageCRM 200 user must be created for each salesperson defined in Sage MAS 90. For more information, refer to your SageCRM 200 administrator's guide.



NOTE

Before beginning the Sage MAS 90 installation process, see Pre-Installation Checklist on page 113.

- 4 On the Sage MAS 90 server, install Sage MAS 90 (see Installing Sage MAS 90 on page 5). In the Sage MAS 90 Setup program, select to install the Customer Relationship Management module.
- 5 After the Sage MAS 90 installation is complete, install the Sage MAS 90 and 200 Integration Engine on the same server (see Running the Sage MAS 90 and 200 Integration Engine Setup Program on page 50).
- 6 Run the Sage MAS 90 Workstation Setup program on each workstation that will use the SageCRM 200 integration (see Workstation Setup on page 18).



NOTE

Each company in Sage MAS 90 must be integrated with a separate SageCRM 200 database.

- 7 Set up your accounting system in Sage MAS 90. After setting up the Accounts Receivable and Sales Order modules, set up the Customer Relationship Management module for each company you are integrating with SageCRM 200. The module setup process allows you to enter server parameters, synchronize data between the two systems, and establish relationships between SageCRM 200 and Sage MAS 90 data. For more information, see Set Up Customer Relationship Management for a New Company in the Help system.

Running the Sage MAS 90 and 200 Integration Engine Setup Program



NOTE

The Sage MAS 90 and 200 Integration Engine is not company-specific. Only one instance of the Integration Engine is required for all Sage MAS 90 companies integrated with SageCRM 200.

After installing Sage MAS 90, you are ready to install the Sage MAS 90 and 200 Integration Engine.

The Integration Engine must be installed to the same server as Sage MAS 90. After the completion of the Sage MAS 90 Setup program, the Integration Engine Setup program is automatically launched if you installed the Customer Relationship Management module.

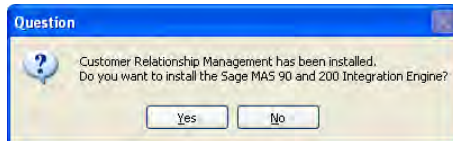
To run the Integration Engine Setup program

- 1 Complete the Sage MAS 90 Setup program on the server (see Installing Sage MAS 90 on page 5). When selecting the features to install, select the Customer Relationship Management check box. This ensures the Customer Relationship Management module is installed, and also that you are prompted to install the Integration Engine.
- 2 At the completion of the Sage MAS 90 installation, a dialog box appears prompting you to install the Integration Engine. Click Yes.

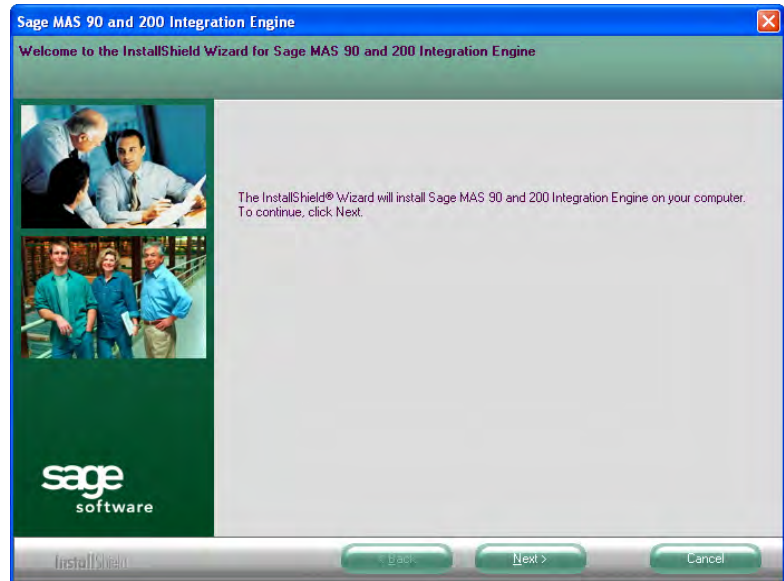


NOTE

If you installed Sage MAS 200 to a server from another workstation, do not install the Integration Engine immediately after installing Sage MAS 90. For more information, see Manually Installing the Sage MAS 90 and 200 Integration Engine on page 56.



- 3 Click Next to proceed with the installation.



**NOTE**

To set up the appropriate security access for the Integration Engine, consult your system administrator.

**NOTE**

Select the Local System account option only if the Local System account has network access to Sage MAS 90 data and the SageCRM 200 SQL database.

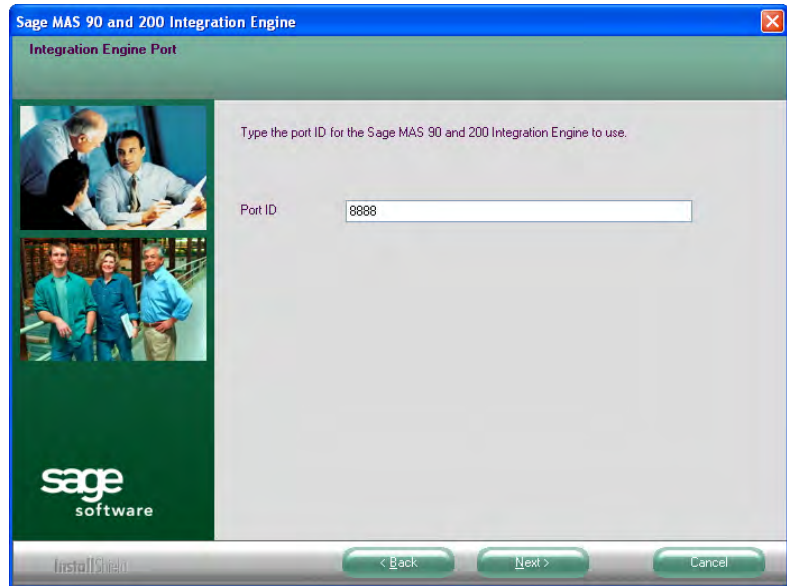
- 4 Select This Account to enter the Windows user account the Integration Engine will use to access Sage MAS 90 data and the SageCRM 200 SQL Server database. The user account must have the appropriate permissions for accessing both Sage MAS 90 data and the SageCRM 200 SQL database over the network.

At the User Name field, type the user account name. If you are installing on a Windows domain network, this entry must include the Windows domain name hosting the account. At the Password field, type the password for the account. Click Next.

The screenshot shows a Windows-style dialog box titled "Sage MAS 90 and 200 Integration Engine". Below the title bar is a green header area with the text "Integration Engine Service Account Setup" and "Select the account for the Integration Engine service". The main area has a light gray background. On the left, there is a vertical green bar containing two photographs of business people and the "sage software" logo at the bottom. To the right of this bar, there is instructional text: "Select the account to be used by the Sage MAS 90 and 200 Integration Engine service." and "The account used must have access to Sage MAS 90 or 200 data and the SageCRM SQL database." Below this text are two radio button options: "Local System Account" and "This Account". The "This Account" option is selected. Below the radio buttons are two text input fields labeled "User Name" and "Password". At the bottom of the dialog, there is a gray bar with the "InstallShield" logo on the left and three buttons: "< Back", "Next >", and "Cancel".

- 5 Type the port ID to be used by the Integration Engine. By default, the port value is 8888, but the Integration Engine can use any port between 5000 and 65534.

Each instance of the Integration Engine must use a unique port ID. Click Next.

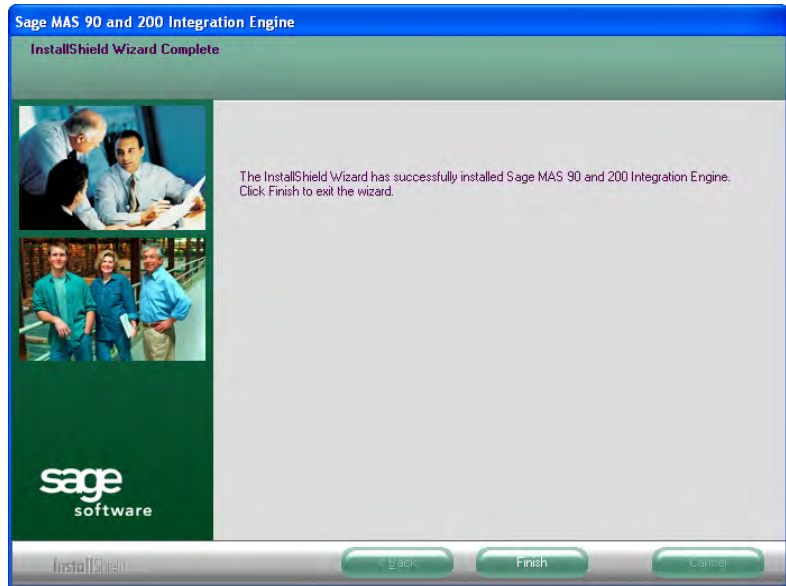


6 Click Install to begin the installation.



- 7 The installation is complete. Click Finish.

The Integration Engine service starts automatically after installation. If the service does not start automatically, you can start the service manually. For more information, see [Starting the Sage MAS 90 and 200 Integration Engine](#) on this page.



Starting the Sage MAS 90 and 200 Integration Engine

After installation, the Integration Engine starts automatically; however, at times you may need to manually start the service.

To start the Integration Engine

- 1 Select Windows Start menu > Programs > Administrative Tools > Services.
- 2 In the Services window, select the Sage MAS 90 and 200 Integration Engine. Click the Start Service button.

Manually Installing the Sage MAS 90 and 200 Integration Engine

If the Integration Engine is not installed immediately after the Sage MAS 90 Setup program is completed, you can manually install it using the following procedure.

The Integration Engine must be installed to the same server as Sage MAS 90.

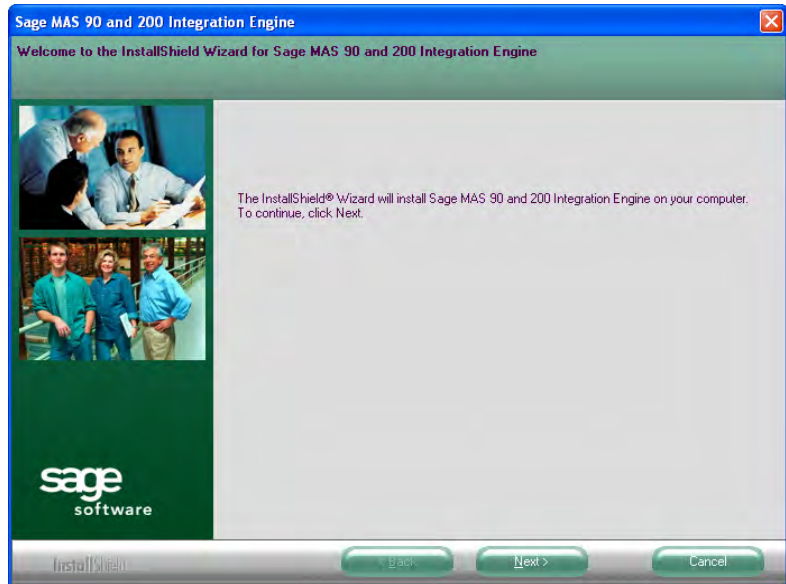
To manually install the Integration Engine

- 1 Place the Sage MAS 90 CD-ROM in the CD-ROM drive of the server where Sage MAS 90 is installed.
- 2 If Autorun is enabled on the workstation, the Sage MAS 90 Autorun screen appears; otherwise, select Windows Start menu > Run and type D:\AUTORUN.EXE, where D:\ is the CD-ROM drive.

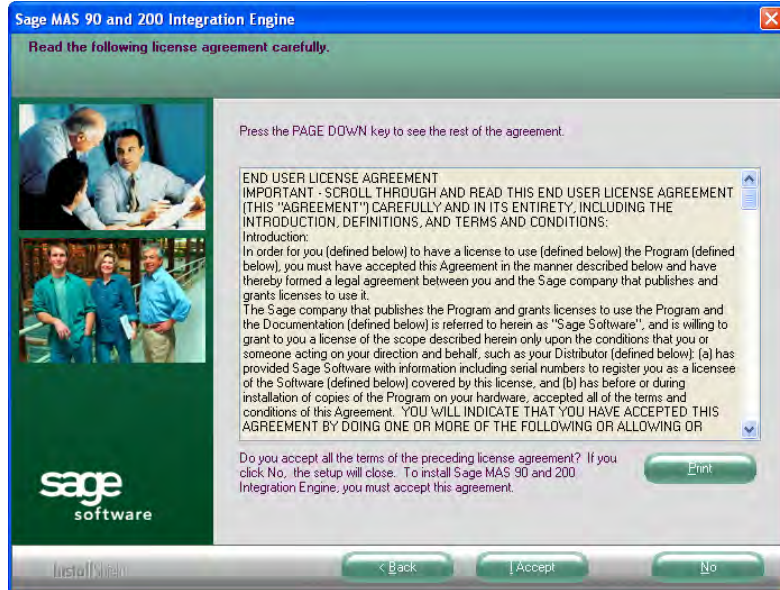


- 3 Click Browse CD. In the Windows Explorer window that appears, open the Components folder and launch the IntegrationEngineSetup.exe file.

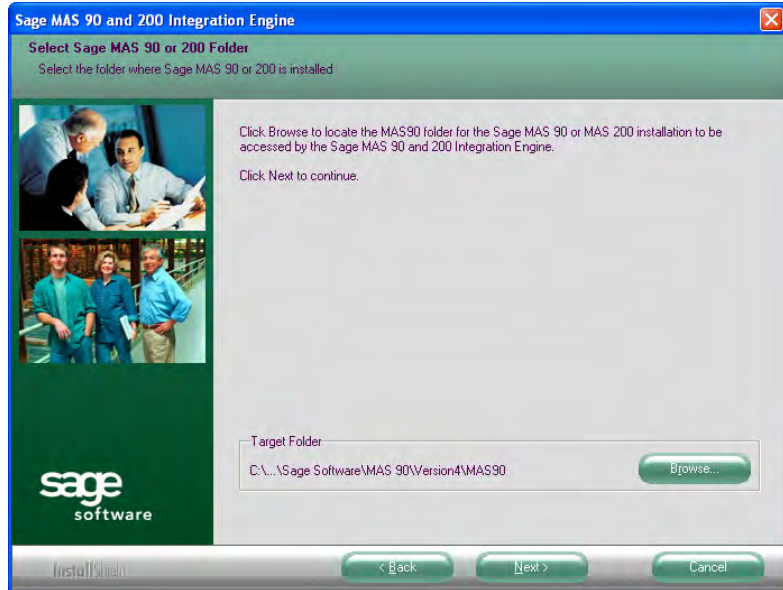
- 4 Click Next to proceed with the installation.



- 5 Click I Accept to accept the terms of the license agreement. You must accept the agreement to continue with the installation.



- 6 Select the folder where Sage MAS 90 is installed. Click Browse to select the MAS90 folder. After selecting a path, click Next.



- 7 Proceed to step 4 on page 52 to complete the installation.

Uninstalling the Integration Between SageCRM 200 and Sage MAS 90 and 200

Uninstalling the integration between Sage MAS 90 and SageCRM 200 requires uninstalling each component separately. The Sage MAS 90 and 200 Integration Engine must be uninstalled first to unlock the necessary files for uninstalling Sage MAS 90 and SageCRM 200.

Uninstallation Process

The installation process below describes all the procedures that must be performed to uninstall the integration between Sage MAS 90 and SageCRM 200.

- 1** Uninstall the Sage MAS 90 and 200 Integration Engine (see Uninstalling the Sage MAS 90 and 200 Integration Engine on page 61).
- 2** In Library Master Company Maintenance, remove all Customer Relationship Management module data for the Sage MAS 90 company. This step must be performed for all companies in Sage MAS 90. For more information, see Remove Data in the Help system.
- 3** Uninstall SageCRM 200. Before uninstalling, verify all users are logged out of SageCRM 200, and shut down IIS. Also, shut down all processes and services associated with the SageCRM SQL database. The SageCRM 200 uninstallation program removes SageCRM 200, the SageCRM 200 SQL database, and the Sage MAS 90 and 200 Integration components. For more information, refer to your SageCRM 200 administrator's guide.

**NOTE**

You may need to stop the Integration Engine service before uninstalling it.

Uninstalling the Sage MAS 90 and 200 Integration Engine

The Integration Engine must be uninstalled separately from Sage MAS 90.

If you need to reinstall the Integration Engine for a particular port number, you must first uninstall the Integration Engine for that port number, and then install it again. You cannot update or maintain an existing instance of the Integration Engine.

To uninstall the Integration Engine

- 1 In the Windows Control Panel, double-click the Add or Remove Programs icon.
- 2 In the Add or Remove Programs window, select Sage MAS 90 and 200 Integration Engine from the list of installed programs. Click Change/Remove to start the uninstall process.
- 3 When the "Do you want to completely remove the selected application and all of its features" message dialog box appears, click Yes.

Performing System Startup

After installing Sage MAS 90, you are ready to set up companies, security, and system preferences. Enabling security is not required; however, one company must be created before anyone can access the system.

Sage MAS 90 offers a flexible security system that can be used to provide appropriate access to the system and to meet your company's specific requirements. The security system can be simple or it can be elaborate, protecting various combinations of companies, modules, menus, tasks, and security permissions by creating multiple roles, and assigning these roles to users. Roles are assigned to users so that users are restricted to only those tasks that pertain to the roles they are assigned to. If the user attempts to access a secured area, access is denied.

When you installed the software, you either selected a standard security model for your system or no security. The standard security model requires users to log on to the software and allows you to define user roles that allow or restrict access to modules, tasks, and security events (such as creating a one-sided journal entry).

If you elected not to enable security during installation, you can do so at any time after installing the software. After security is enabled it cannot be disabled, although you can modify security preferences at any time from the Library Master module.

After installing the software, a program group is created (or a Start menu item under the Programs submenu is added). Click the Sage MAS 90 Desktop icon in this program group to start the software.

Starting the Software with No Security

If you selected No Security during installation, after starting the software, the Manage Your System screen appears. Although you currently do not have security enabled, you can enable security by performing tasks from the Manage Your System screen.

If security is not enabled, users are not required to log on to the system, and all users in your system are assigned a default user and role. Default users have access to all modules and tasks except security events. If you elect not to enable security, you can modify the default user preferences, which apply to all users in your system. For more information, see Edit Default User Settings on page 65.

Security is not required but you must create and activate at least one company before you can access any module.

If security is not enabled, the Manage Your System screen appears for all users until the Don't Show This Screen Again check box is selected.



You can perform the following tasks from the Manage Your System screen:



NOTE

You must create and activate at least one company before you can access any modules.

- Create and activate companies (see Creating and Activating Companies on page 68).
- Enable security by defining roles for your users, creating users, and assigning users to roles (see Setting Up Roles and Users for Security on page 86).

Edit Default User Settings

If you do not have security enabled, all users are assigned a Default user and role. You can edit the preferences for the Default user and role.

To edit the default user settings

- 1 Select Library Master Setup menu > System Configuration.
- 2 In the System Configuration window, click Dflt User. The User Maintenance window appears with the Preferences tab in view.



NOTE

The Preferences tab is the only tab you can access in User Maintenance if you do not have security enabled.

- 3 Modify the fields on the Preferences tab as needed and click Accept.

Starting the Software with Standard Security

If you selected Standard Security when installing the software, you are prompted to enter the Administrator password that you entered during the installation.



After entering your Administrator password, the Administrative Tools screen appears.



NOTE

When logged on as Administrator, you cannot access the Sage MAS 90 Desktop and cannot print.

Logging on as Administrator does not automatically log you on to the software. Only certain Library Master tasks that must be performed from the Administrative Tools screen are accessible. To access the software, you must set up a user logon (other than the Administrator logon) and password in User Maintenance.



Performing Administrative Tasks

You can perform the following tasks from the Administrative Tools screen:

**NOTE**

You must create and activate companies and then create roles for users before creating users.

- Create and activate companies for new installations (for more information, see *Creating and Activating Companies* on page 68).
- Enable security by defining roles for your users, creating users, and assigning roles to users (for more information, see *Setting Up Roles and Users for Security* on page 86).
- Set up system preferences (for more information, see *Setting System Preferences* on page 98).
- Change your administrator password (for more information, see *Changing Your Administrator Password* on page 105).

If security is enabled, at least one company and one user must be created before you can access the system.

Creating and Activating Companies

You must create and activate the companies for which data will be processed. Many systems are set up with multiple companies to keep financial records for individual companies separate, and to separate real company data from test company data. Each company is identified using a three-character company code. Within the modules, you can set up data files for each company.

If you are creating companies that contain similar information, you can create companies from an existing company by copying information from the source company. For more information, see *Copying a Company* on page 71.

Company Activation

To create and activate a company

- 1 Use any of the following methods to open the Company Maintenance window:
 - In the Administrative Tools screen, click Sage MAS 90 Company Maintenance.
 - In the Manage Your System screen, click Create and Manage Your Sage MAS 90 Companies.
 - Select Library Master Main menu > Company Maintenance.

- 2 In the Company Maintenance window, enter a company code and company name.
- 3 Enter the fields appropriate to your company, including the Federal ID No. field.

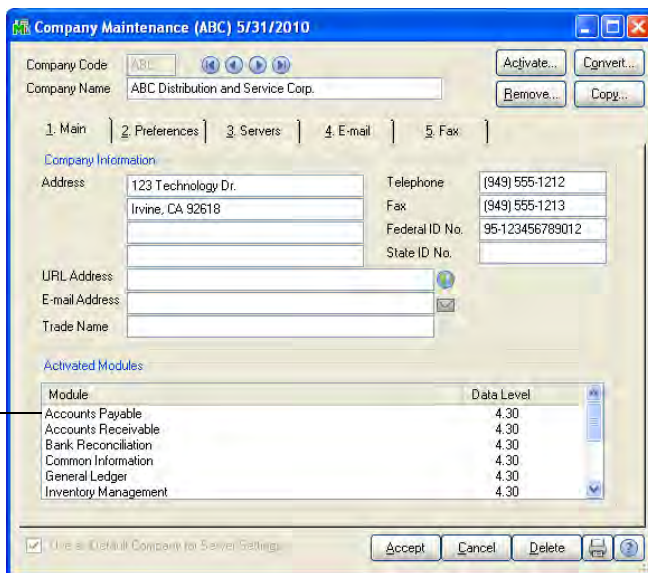
- 4 Click Activate to activate one or more modules.
- 5 You are prompted to save the new company first. Click Yes.

- 6 In the Activate Module window, select the module(s) to activate and click Proceed. This process creates data files for each selected module for the company.



NOTE
The demo data company codes are automatically created and activated if they were selected during the installation process.

- 7 The Company Maintenance window appears again after the activation process is complete. Verify that the modules you selected to activate appear in the Activated Modules section of the window.



Activated modules appear in the Activated Modules section of the window.

Copying a Company

You can create a new company from an existing company. You can copy company information including company forms, only company files, or only company forms from the source company.

To copy a company

- 1 Use any of the following methods to open the Company Maintenance window:
 - In the Administrative Tools screen, click Sage MAS 90 Company Maintenance.
 - In the Manage Your System screen, click Create and Manage Your Sage MAS 90 Companies.
 - Select Library Master Main menu > Company Maintenance.
- 2 In the Company Maintenance window, enter a company code and company name.

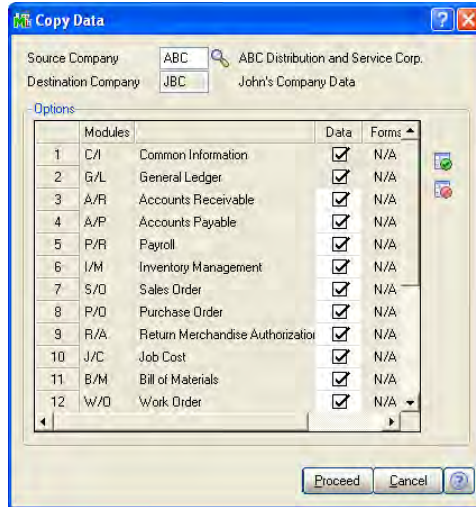


NOTE

Although you can define multiple company codes, you must define at least one company code before activating any modules.

The screenshot shows the 'Company Maintenance' window for a company named 'ABC Distribution and Service Corp.'. The window has a blue title bar and a yellow background. It contains several input fields for company information and a list of activated modules. The 'Copy...' button is highlighted in the top right corner.

- 3 Click Copy.
- 4 In the Copy Data window, at the Source Company field, enter the company you are copying from.



- 5 Select whether you are copying all company information including company data and forms, only data, or only forms, and then click Proceed.

Migrating Level 3.x Data

**NOTE**

Prior to beginning the installation process, see Pre-Installation Checklist on page 113.

If you are upgrading from Sage MAS 90 Level 3.x, after you install the Sage MAS 90 Setup program for new installations, you must migrate your Level 3.x data to the location of your version 4.x installation before it can be converted and ready to use. System data that can be migrated from Level 3.x includes company information, ZIP Codes, country codes, system preferences, and Customizer files.

To migrate your Level 3.x user logons, before running the Migrate Level 3.x Data wizard, you must have security enabled with one user set up. If security is enabled, you must have security access to the File Utilities security event in order to run the Migrate Level 3 Data wizard.

Verifying Data

The General Ledger module does not allow special characters to be entered as part of an account number, or as part of main accounts or segments. Special characters are defined as any value other than 0-9 and A-Z. This does not include the separator value.

Use the GL Level 3 Account Analysis utility to identify if there are missing records in Account Maintenance or special characters in general ledger accounts. The GL Level 3 Account Analysis utility can be downloaded from the Support area of the Sage Software Online Web site. For more information on how to prepare your data prior to migrating, refer to GL4000-KBA in the Migrating Level 3 Data folder in the Sage MAS 90 CD-ROM.

**NOTE**

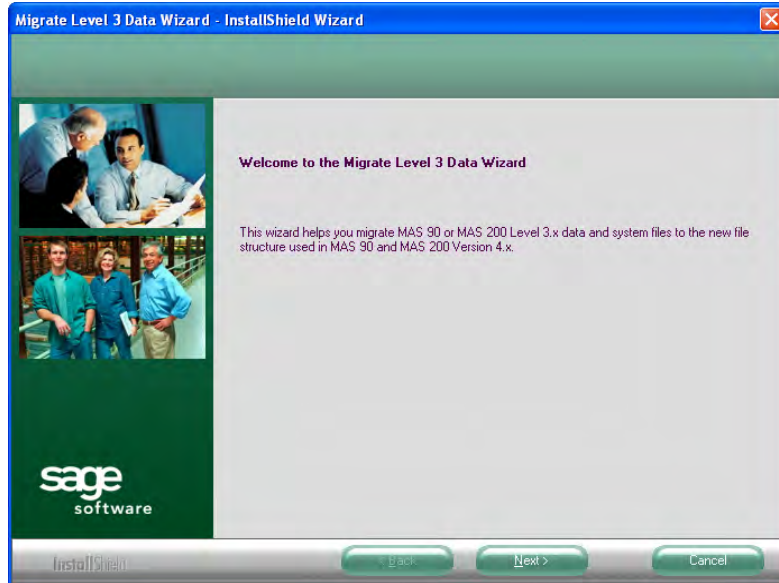
GL4000-KBA is also available on the Sage Software Online Web site.

Migrating Data

After running the GL Level 3 Account Analysis utility and correcting any records with missing records or special characters, you are ready to migrate your data. If the Migration wizard detects existing Level 3.x accounts with special characters, you will be prompted to exit the wizard and remove the special characters in existing account numbers. If you choose to continue with the migration, the company with the special characters will not migrate. Review the Migration Log for companies that did not migrate.

To migrate Level 3.x data

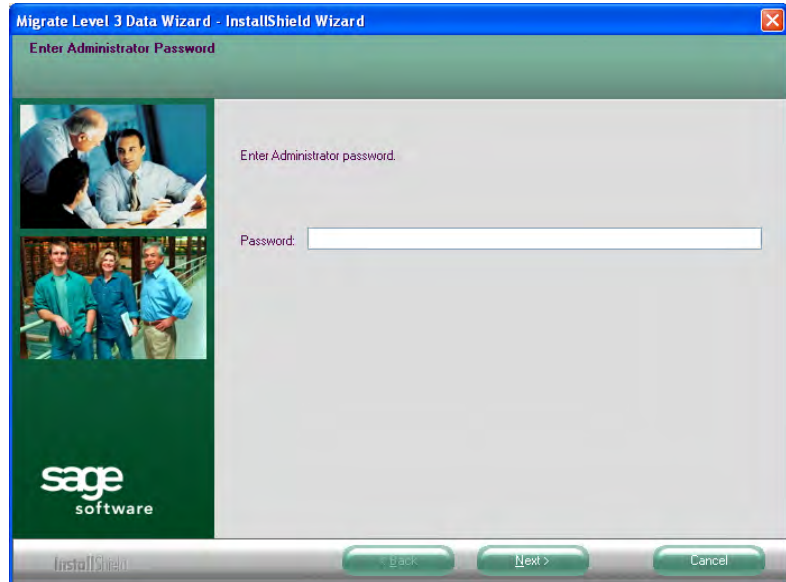
- 1 Select Library Master Utilities menu > Migrate Level 3 Data.
- 2 In the Migrate Level 3 Data Wizard Welcome window, click Next.



You will be prompted to close the Sage MAS 90 Desktop. Click OK.

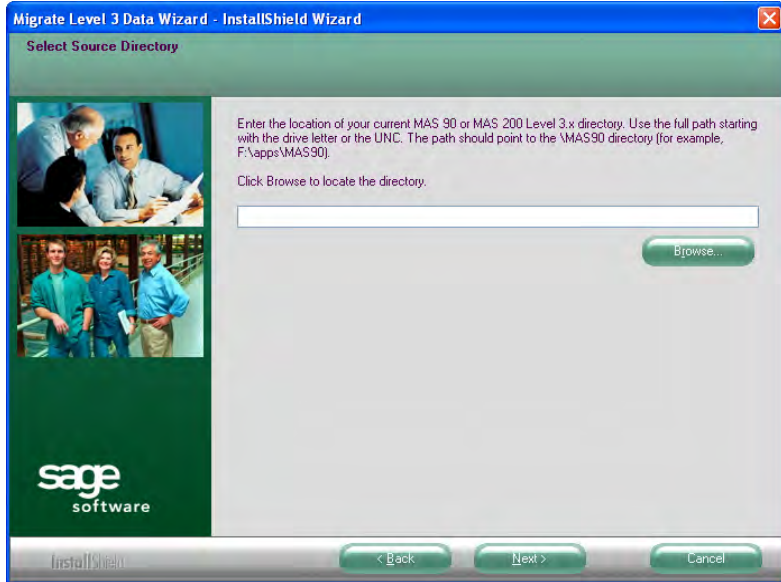


- 3 If you selected Standard Security during installation, type your Administrator password. Click Next.



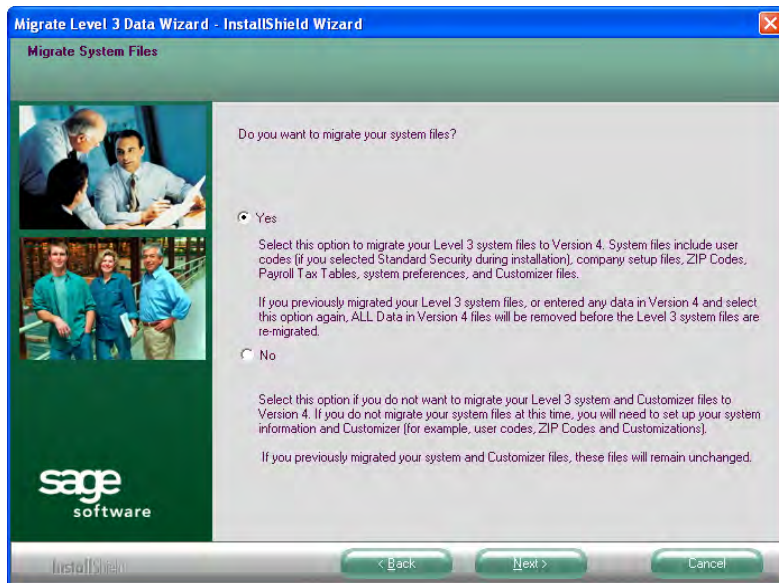
This window does not appear if security is not enabled.

- 4 Enter the source folder of your existing Level 3.x data. The MAS90 folder must be included in the path. Click Next.

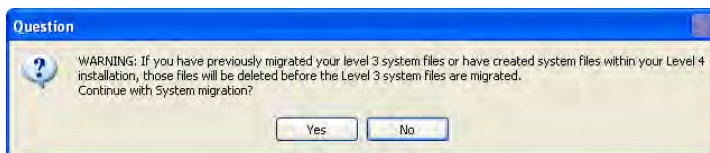


NOTE
Migrating system files, does not migrate system menu security. You will need to enable security for your system after you migrate and convert your data.

- 5 In the Migrate System Files window, select Yes to migrate your system files. System files include user logons, company information, ZIP Codes, country codes, system preferences, and Customizer files. Click Next.



If you are remigrating data, remigrating system files will delete most existing system files and remigrate them from your Level 3.x system. Click Yes to remigrate the files.

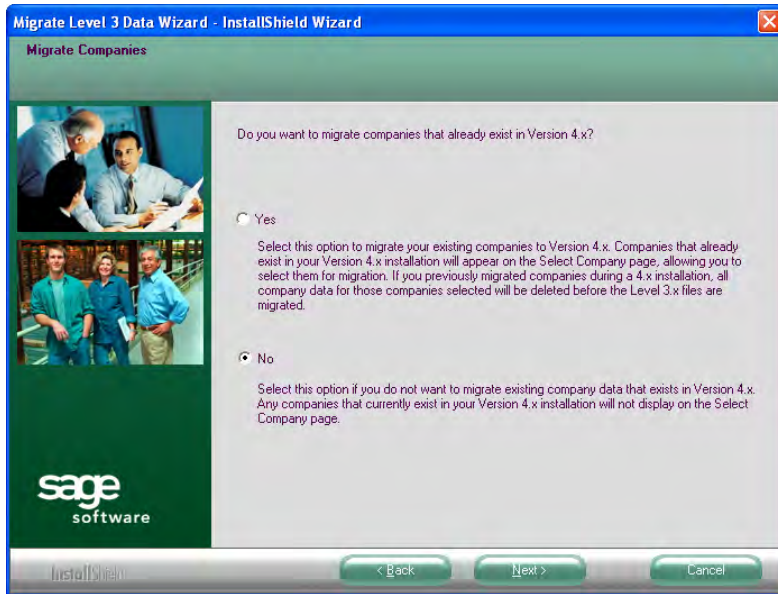




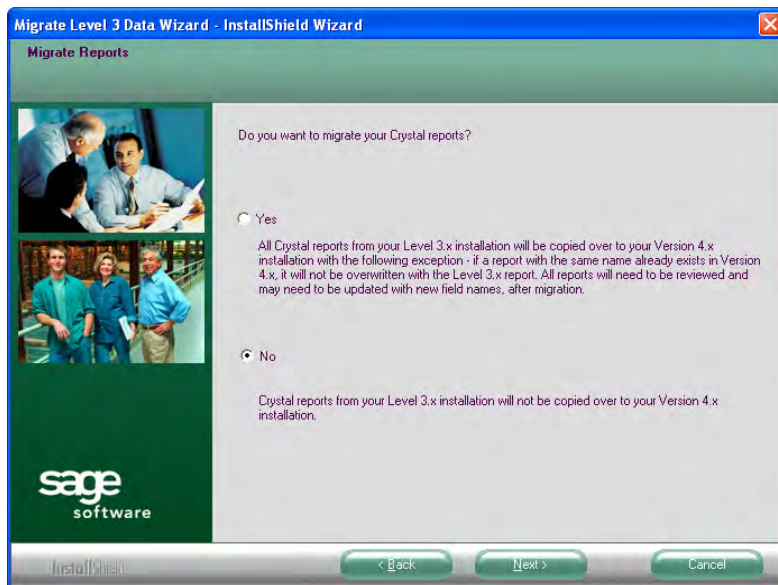
WARNING

Previously migrated files and existing version 4.x files will be deleted if you migrate existing companies.

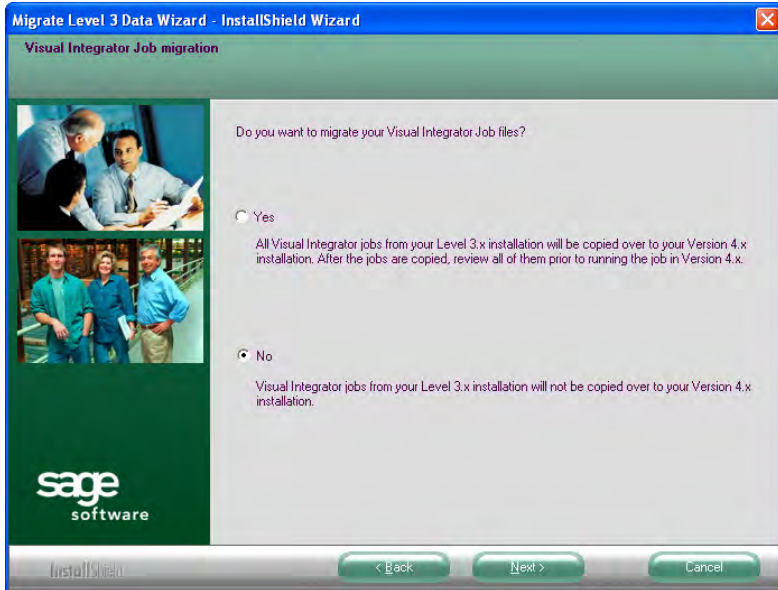
- 6 The Migrate Companies window allows you to migrate companies that may already exist in version 4.x. Select Yes to migrate your existing companies. The companies that already exist in version 4.x will appear on the Select Company page, allowing you to select them for migration. Select No if you are migrating for the first time. Click Next.



- 7 In the Migrate Reports window, decide if you want to migrate existing Level 3.x Crystal reports. If you migrate Crystal reports, they will need to be added to the Custom Reports menu using Library Master Report Manager.



- 8 If Visual Integrator jobs exist in your Level 3.x system, the Visual Integrator Job migration window appears.





NOTE

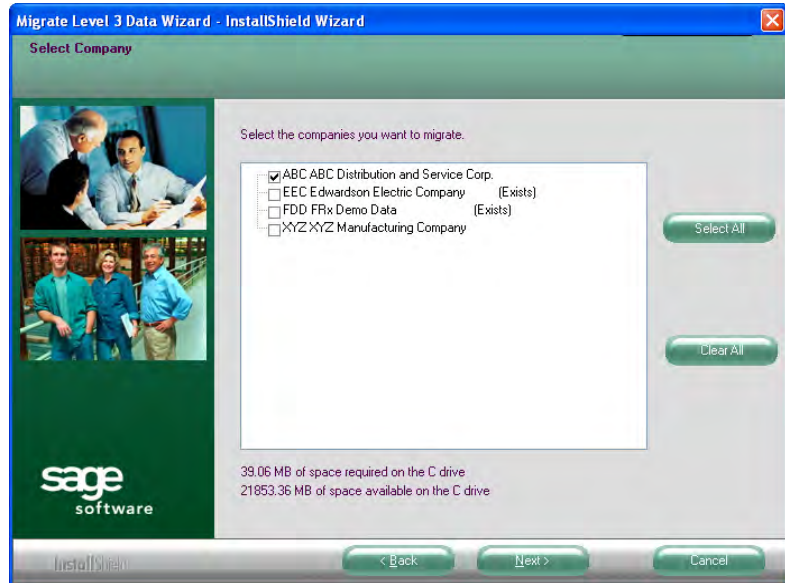
You can migrate other companies at a later time by rerunning the Migration wizard.

- 9 In the Select Company window, select one or more companies to migrate. If you selected No on the previous Migrate Companies window, companies that exist in Level 3.x but do not exist in version 4.x appear. Verify that you have available disk space for the migration and click Next.

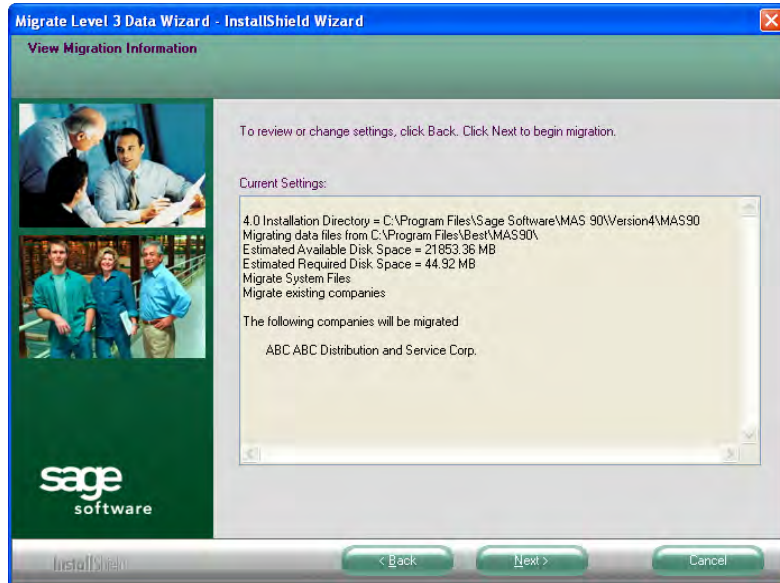


WARNING

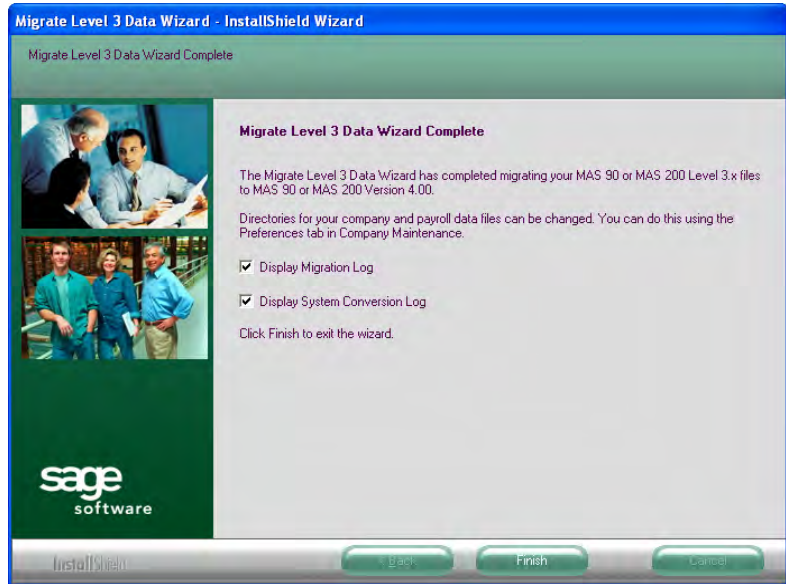
Remigrating an existing company will delete the existing company in version 4.x and migrate the company from your Level 3.x system.



- 10** In the View Migration Information window, verify all your migration settings and click Next to begin the migration process.



- 11 Before clicking Finish, select the Display Migration Log and Display System Conversion Log check boxes to display a log of the files that are migrated. The logs appear in your default text editor (such as Notepad) after clicking Finish. The Migration Log is located in the Migration folder under the MAS90 folder.



NOTE

For security purposes, you can move your Payroll folder after you convert your data files to the current level.

The Migration wizard has copied your Level 3.x data to your version 4.x installation folder. Now you must convert your data to the current level. For more information, see *Converting Data Files to the Current Level* on page 84.

Converting Data Files to the Current Level

If you are upgrading your system from Level 3.x and have migrated your system files using the Migrate Level 3 Data wizard, you must now convert the migrated data to the current level using Company Maintenance.



NOTE

You can include Payroll files in a separate folder for security. For more information, see *Modifying Company Preferences* on page 110.

Data files for all modules are converted for the selected company and are placed in the following folder:

C:\Program Files\Sage Software\MAS 90\Version4\MAS90\MAS_XXX
(where XXX is the company code)

Converting Data Files

To convert data files to the current level

- 1** Use any of the following methods to open the Company Maintenance window:
 - In the Administrative Tools screen, click Sage MAS 90 Company Maintenance.
 - In the Manage Your System screen, click Create and Manage Your Sage MAS 90 Companies.
 - Select Library Master Main menu > Company Maintenance.
- 2** In the Company Maintenance window, at the Company Code field, enter a company code, or click the Lookup button to select a company to convert data files for. Only companies that have been migrated appear in the Company List window.

3 Click Convert.

Company Maintenance (ABC) 5/31/2010

Company Code: ABC

Company Name: ABC Distribution and Service Corp.

1. Main | 2. Preferences | 3. Servers | 4. E-mail | 5. Fax

Company Information

Address: [] Telephone: [] - []

Fax: [] - []

Federal ID No.: []

State ID No.: []

URL Address: []

E-mail Address: []

Trade Name: []

Activated Modules:

Module	Data Level
General Ledger	4.30

☒ Use as Default Company for Server Settings

Accept Cancel Delete [] []

4 In the Convert Module Data Files window, click Proceed.

Convert Module Data Files

WARNING! Data entry files may be cleared. Back up your data before converting.

The data for company ABC will be converted to version 4.30.

☐ Convert Data for All Companies

Proceed Cancel []

5 The data conversion complete message appears. Click OK.

Data for the selected company has been converted to the current level.
Repeat this procedure to convert data for other companies.

Setting Up Roles and Users for Security



NOTE

If you upgraded your system from Level 3.x, previous security is not migrated.

To implement effective security, you must define roles for your system, and then create user codes and assign users to specific roles.

The security for Sage MAS 90 is role-based. Roles should be set up to reflect the functional roles of your organization. You should define roles with access to certain modules, tasks, and security events that allow users to perform tasks related to their jobs. Roles are company independent, though you can assign roles to users who are restricted from entering certain companies.



NOTE

After security is enabled, it cannot be disabled.

Security is not required; however, a Default role is included in Sage MAS 90 for all users. Users assigned to the Default role have access to all modules except security events. The Default role cannot be modified.

When establishing your system's security, use the concept of roles to identify the specific tasks and options you want users to be able to access. Users can be assigned to multiple roles so design your roles to be as granular as you like. Role permissions are cumulative, which means if a user is assigned to two roles where one role gives the user access to a program while another role does not, the user will be granted access to this program.

You must determine the requirements for your security system. In most cases, it is better to start with a simple arrangement. As more sophistication is needed, this flexible system can be refined easily.

Defining Roles



NOTE

To access Role Maintenance, you must be logged on as Administrator, or have a role assigned to you that allows access to Role Maintenance.

Roles are set up to reflect the functional roles within an organization. These roles are global to the software and are company independent. Permissions assigned to roles allow assigned users access to the areas of the software they need to perform their job functions.

For the General Ledger, Library Master, Accounts Payable, Accounts Receivable, Bank Reconciliation, Business Insights, Customizer, e-Business Manager, Return Merchandise Authorization, and Sales Order modules, security can be further refined by assigning Create, Modify, Remove, or View permissions to maintenance tasks, or by setting Update or Print Only permissions to update tasks. For setup tasks, permissions can be set to Modify or View. Additionally, some module options, such as allowing batches to be merged can be allowed or restricted.

Defining roles is considered the first step in enabling security for your system. Before you define roles in your system, determine the functional roles needed for your organization.

To define roles

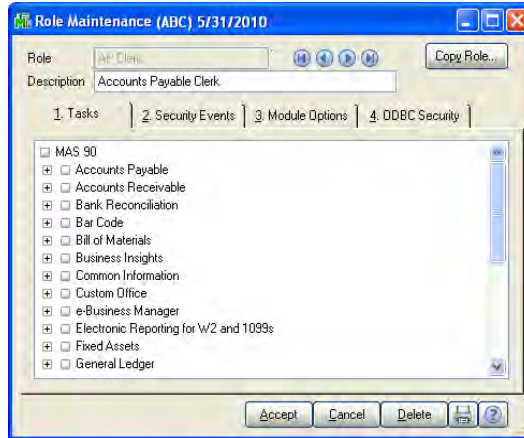


NOTE

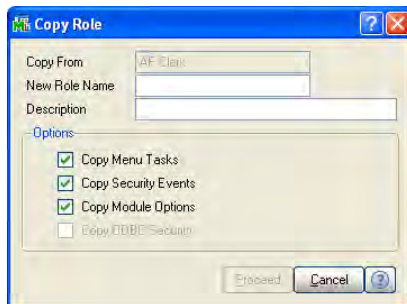
Library Master tasks are not company-specific.

- 1 Use any of the following methods to open the Role Maintenance window:
 - In the Administrative Tools screen, click Role Maintenance.
 - In the Manage Your System screen, click Create and Maintain User Roles.
 - Select Library Master Main menu > Role Maintenance.
- 2 In the Role Maintenance window, at the Role field, type the name of the role (for example, AP Clerk) and press the ENTER or TAB key.

- 3 At the Description field, type a description for the role (for example, Accounts Payable Clerk).



- 4 If you are creating a role from an existing role, click Copy Role; otherwise, skip to step 7.
- 5 In the Copy Role window, enter the name and description of the new role to create.



- 6 Select the check boxes for copying menu tasks, security events, and module options permissions, then click Proceed.

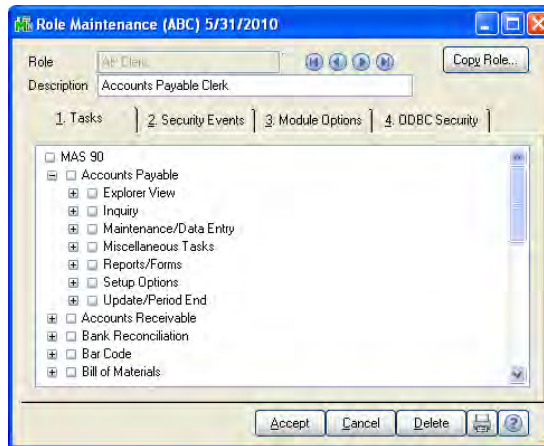
- 7 On the Tasks tab, you can restrict access to modules, tasks, or security permissions within tasks.

- To expand each level, click the + graphic. To select all items in a level, select the check box next to the option.
- To refine the level of security to individual modules and tasks, select the check box next to the individual modules to allow access to.
- You can further allow or restrict the level of access to tasks within a module by selecting or clearing the check boxes for tasks within modules.



NOTE

To allow access to all modules and all security permissions, for the role, select the MAS 90 check box.



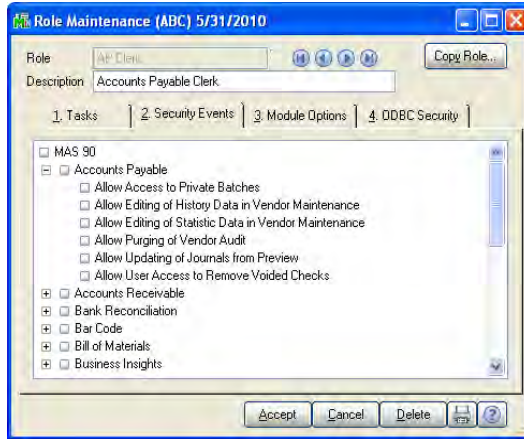
- Within each task of the General Ledger, Library Master, Accounts Payable, Accounts Receivable, Bank Reconciliation, Business Insights, Customizer, e-Business Manager, Return Merchandise Authorization, and Sales Order modules, you can further allow or restrict the levels of security for the role.



NOTE

Supervisor rights must be granted to each module; it is not a global user option.

- 8 On the Security Events tab, select the check boxes next to the module and security events that you want to assign to the role. For more information, see Role Maintenance in the Help system.



- 9 On the Module Options tab, select the check boxes next to the options for which you are allowing access to.
- 10 Click Accept and repeat this procedure for each role you want to define.

After defining all roles for the system, you can create users, and then assign these roles to users. For more information, see *Creating Users and Assigning Roles* on page 91.

Creating Users and Assigning Roles

Defining a user includes setting up a logon and password, assigning access to specific companies, and assigning a role or multiple roles to the user. Creating the first user logon and password restricts the entire system to only that individual who has a user logon and password.

A user account can be defined with an expiration date to lock the user out of the system after a certain amount of time. You can also define start and end dates for any role assigned to the user. This feature allows a user access to certain areas of the system and security events for the limited period of time.

Before you create user logons and passwords, decide whether your system will require a unified logon, or a Sage MAS 90 logon for all users. For more information, see *Requiring a Logon and Password* on page 98.

**NOTE**

You can only access User Maintenance if you are logged on as Administrator, or if you have a role assigned to you that allows access to User Maintenance.

To create a user and assign a role

- 1 Use any of the following methods to open the User Maintenance window:
 - In the Administrative Tools screen, click User Maintenance.
 - In the Manage Your System screen, click Define Users and Security Access.
 - Select Library Master Main menu > User Maintenance.

- 2 In the User Maintenance window, enter the User Logon field. If you selected the Use Unified Logon check box in the System Configuration window, this field must match the Windows logon name for the user. For more information, see *Requiring a Logon and Password* on page 98.

User Maintenance (ABC) 5/31/2010

User Logon: Wsmith

First Name: John Last Name: Smith User Code: JWS

Password: Confirm Password: Customization Group: Expires:

1. Maintenance 2. Preferences

	Company	Role	Start Date	Expiration Date
1				

☐ User Account Locked

Accept Cancel Delete

- 3 Enter the First Name, Last Name, and User Code fields. The user code is only referenced in the software and is not used for logon purposes.
- 4 If the selected user will be performing group customizations in the Customizer module, enter the Customization Group field.
- 5 Enter the Expires field to lock the user account after a certain date. A user will not be able to access the system after the date entered.



NOTE

If you do not enter a password and have selected the Require all Users to Enter a Password check box, when logging on to the software, the user will be prompted to enter a password.

- 6 If you selected the Require all Users to Enter a Password check box in the System Configuration window, enter the Password and Confirm Password fields. For more information, see *Requiring a Logon and Password* on page 98.

- 7 Select the company and role to assign to the user. You can assign multiple companies and roles to the user.

User Maintenance (ABC) 5/31/2010

User Logon: jsmith
 First Name: John Last Name: Smith User Code: JWS
 Password: Confirm Password: Customization Group: Expires:

1. Maintenance | 2. Preferences

	Company	Role	Start Date	Expiration Date
1	ABC (ABC Distribution and Service)	AP Clerk		
2				

☐ User Account Locked

Accept Cancel Delete

- 8 Enter a Start Date and Expiration Date for each role to start and end for the selected company, if required.



NOTE

If you have multiple roles assigned to a user, the role with the most access takes precedence.

- 9 Click the Preferences tab and select user-specific preferences for the user and click Accept. For more information, see Setting Additional User Preferences for Security on page 95.

Copying a User

You can create a new user from an existing user. You can copy information including roles and preferences.

To copy a user

- 1 Use any of the following methods to open the User Maintenance window:
 - In the Administrative Tools screen, click User Maintenance.
 - In the Manage Your System screen, click Define Users and Security Access.
 - Select Library Master Main menu > User Maintenance.
- 2 In the User Maintenance window, enter a new user login.

User Maintenance (ABC) 5/31/2010

User Login:

First Name: Last Name: User Code:

Password: Confirm Password: Customization Group: Expires:

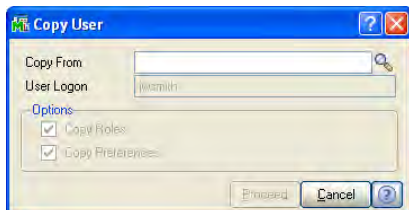
1. Maintenance | 2. Preferences

	Company	Role	Start Date	Expiration Date
1				

☐ User Account Locked

- 3 Click Copy.

- 4 In the Copy User window, at the Copy From field, enter the user you are copying from.



- 5 Select whether you are copying all user information including roles and preferences, and then click Proceed.

Setting Additional User Preferences for Security



NOTE

To access the User Maintenance Preferences tab, you must have the correct security permissions set up for your role. For more information, see Setting Up Roles and Users for Security on page 86.

User preferences are preferences that apply to each user. You can set up additional security measures for individual users such as setting a workstation to automatically log off, and manually locking certain users out of the system.

For security purposes, a workstation can automatically log off if it is left unattended for a specified period of time. This feature ensures that workstations are not accidentally left with the software running, allowing unauthorized users access to sensitive information.

Setting a Workstation to Automatically Log Off

To automatically log off a workstation

- 1 Use any of the following methods to open the User Maintenance window:
 - In the Administrative Tools screen, click User Maintenance.
 - In the Manage Your System screen, click Define Users and Security Access.
 - Select Library Master Main menu > User Maintenance.
- 2 Select a user at the User Logon field.

- 3 Click the Preferences tab and select the Automatic Logoff check box.

User Maintenance (ABC) 5/31/2010

User Logon: jwsmith

First Name: John Last Name: Smith User Code: JWS

Password: \$\$\$\$\$\$ Confirm Password: \$\$\$\$\$\$ Customization Group: Expires:

1. Maintenance | 2. Preferences

Automatic Logoff ☐ Automatic Logoff Delay in Minutes:

Implied Decimal Point ☒ Use Graphic Report Format ☒

Low Speed Connection ☐ Partial Lookup Default: Begins with

Lookup Limit for Initial Display: 0 Prompt for Company Code ☐

[ENTER] Key like [TAB] Key for Grid ☒

Display Reduction Amounts in Red ☒

☐ User Account Locked

Accept Cancel Delete

- 4 At the Automatic Logoff Delay in Minutes field, type the number of minutes that the system is to remain active before automatically logging off this workstation. The maximum amount of time that can be specified is 999 minutes.
- 5 Click Accept. After you save a user record, the dollar signs (\$) in the Confirm Password field disappear.

Locking Users Out

Another security feature is the option to lock users out of the system. This procedure illustrates how to manually lock users out of the system. Users can also be locked out of the system if a number of incorrect logon attempts occur, or if the expiration date for all users' roles has expired. This can be done using the System Configuration task.

To lock users out of the system

- 1 Use any of the following methods to open the User Maintenance window:
 - In the Administrative Tools screen, click User Maintenance.
 - In the Manage Your System screen, click Define Users and Security Access.
 - Select Library Master Main menu > User Maintenance.
- 2 Select a user at the User Logon field.

The screenshot shows the 'User Maintenance (ABC) 5/31/2010' window. At the top, there are fields for 'User Logon' (jwsmith), 'First Name' (John), 'Last Name' (Smith), 'User Code' (JWS), 'Password' (masked with \$), 'Confirm Password' (masked with \$), 'Customization Group', and 'Expires'. Below these are tabs for '1. Maintenance' and '2. Preferences'. The 'Maintenance' tab is active, showing a table with columns: 'Company', 'Role', 'Start Date', and 'Expiration Date'. The table has two rows: row 1 shows 'ABC (ABC Distribution and Service)' and 'AP Clerk'; row 2 is highlighted. At the bottom left, there is a checkbox labeled 'User Account Locked'. At the bottom right, there are buttons for 'Accept', 'Cancel', 'Delete', and a help icon.

	Company	Role	Start Date	Expiration Date
1	ABC (ABC Distribution and Service)	AP Clerk		
2				

- 3 Select the User Account Locked check box and click Accept.

Setting System Preferences

The software is equipped with a number of features that can effectively keep unauthorized users from accessing programs and files. In addition to basic security features, additional measures can be taken to further secure your data. These additional measures include, requiring a logon and password, enabling intruder detection, and specifying lockout duration.

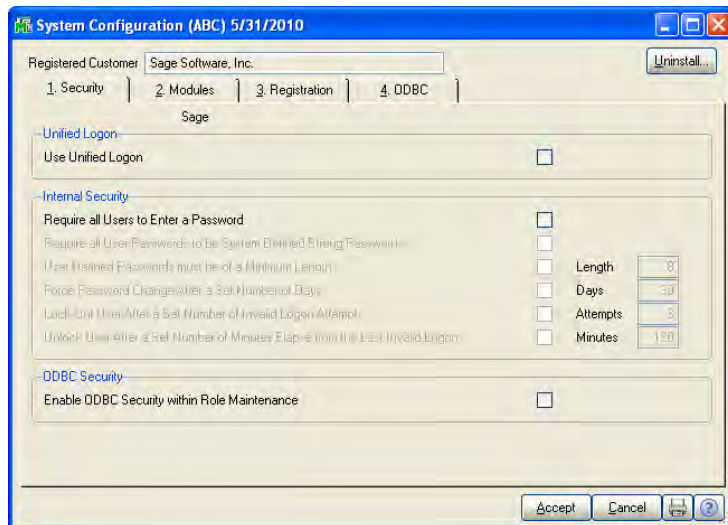
Requiring a Logon and Password

To further protect your system, you can require all users to have a logon and password. First decide if you will set up your users with a unified logon, or a Sage MAS 90 logon. A unified logon allows Sage MAS 90 to authenticate and use the Windows logon. If you implement a unified logon, users do not need to reenter a logon and password when accessing the software. You can, however, require that users enter their password before accessing the software. A Sage MAS 90 logon is independent of the Windows logon, and will be required to enter the software.

When you set up a Sage MAS 90 logon, you can enable intruder detection. Intruder detection locks a user out of the system when a certain number of logon attempts fail. This prevents unauthorized users from trying numerous passwords while attempting to access your system.

To require a unified logon

- 1 Use any of the following methods to open the System Configuration window:
 - In the Administrative Tools screen, click System Configuration.
 - Select Library Master Main menu > System Configuration.
- 2 In the System Configuration window, select the Use Unified Logon check box to enable a unified logon for each user.

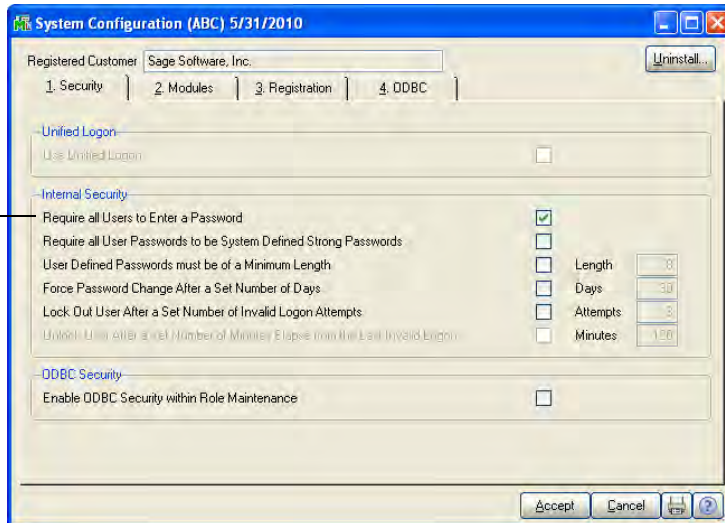


- 3 Click Accept.

To require a Sage MAS 90 password

- 1 Use any of the following methods to open the System Configuration window:
 - In the Administrative Tools screen, click System Configuration.
 - Select Library Master Main menu > System Configuration.
- 2 In the System Configuration window, select the Require all Users to Enter a Password check box.

If this check box is selected after user codes are set up without passwords, when a user accesses the software, a dialog box will prompt the user to define a password.



- 3 To require passwords that are at least eight characters in length, include both letters and numbers, and do not include repeating characters, select the Require all User Passwords to be System Defined Strong Passwords check box.
- 4 To include a minimum length on passwords, select the User Defined Passwords must be of a Minimum Length check box, and type a minimum number of characters needed for passwords.
- 5 To require all users to change their password after a number of days, select the Force Password Change After a Set Number of Days check box, and type a number of days.

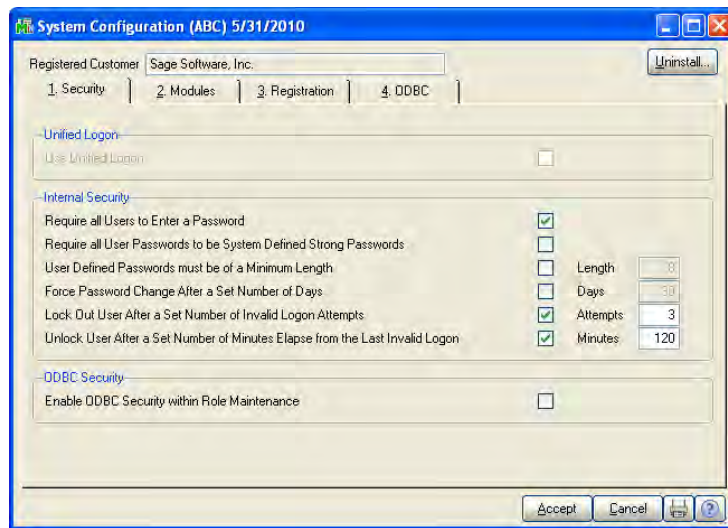
- 6 To enable intruder detection, select the Lock Out User After a Set Number of Invalid Logon Attempts check box, and then type the number of attempts you will allow before a user is locked out of the system (cannot attempt to log on anymore).



NOTE

If you do not specify a lockout duration, a user locked out by intruder detection can attempt to log back onto the system only if the User Account Locked check box is cleared in the User Maintenance window.

- 7 To specify an optional lockout duration, select the Unlock User After a Set Number of Minutes Elapse from the Last Invalid Logon check box, and type the amount of time you want the lockout to be in effect. After the amount of time has passed, the user can attempt to access the system.



- 8 Click Accept.

Setting Accounting Date Preferences

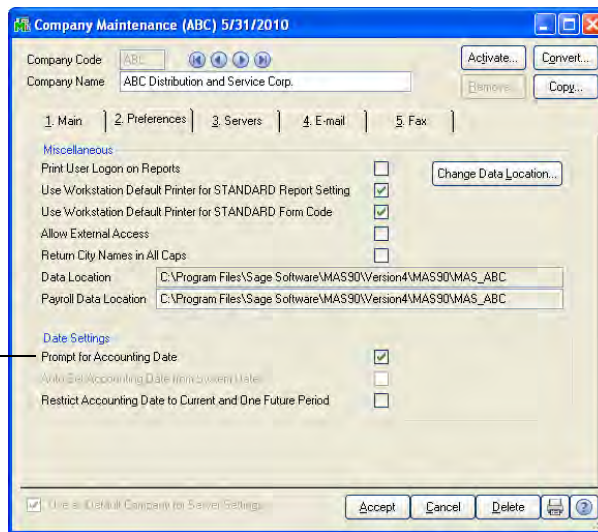
Setting a Prompt for the Accounting Date

The software maintains personal preferences for each workstation. One of these preferences is to prompt for the accounting date the first time a user accesses a module for that day.

To set a prompt for the accounting date

- 1 Select Library Master Main menu > Company Maintenance.
- 2 On the Preferences tab, select the Prompt for Accounting Date check box.

Select this check box to set a prompt for the accounting date. The default date is the system date.



- 3 Click Accept.

If a prompt for the accounting date is not set in Company Maintenance, the module defaults to the accounting date it was last set at on that workstation, unless the Auto Set Accounting Date from System Date check box is selected.

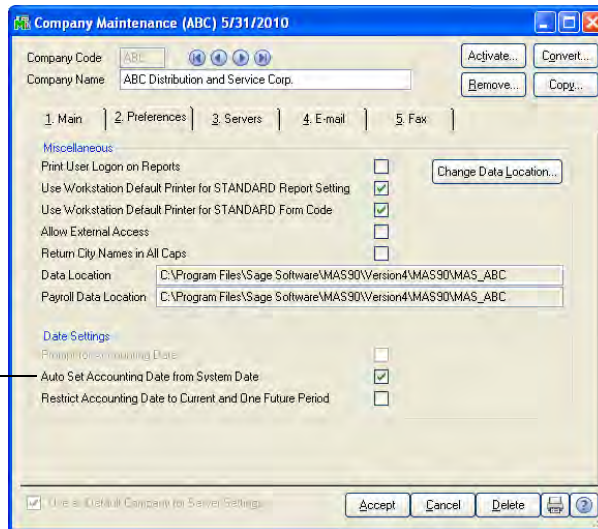
Setting the Accounting Date from the System Date

The accounting date for all modules can be set from the workstation's system date for convenience and to ensure that users do not accidentally use an old accounting date.

To set the accounting date from the system date

- 1 Select Library Master Main menu > Company Maintenance.
- 2 On the Preferences tab, select the Auto Set Accounting Date from System Date check box.

Select this check box to automatically set the accounting date from the system date.



- 3 Click Accept.

Restricting the Accounting Date to Current and One Future Period

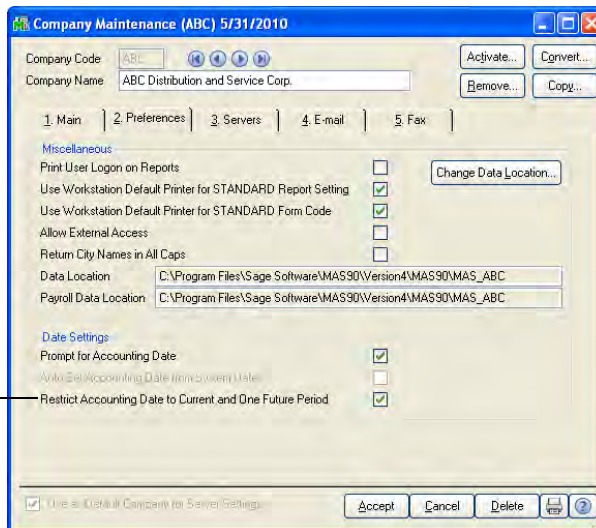
When performing certain data entry and register printing functions, the accounting date is used as the default. When the posting date used for updates does not fall within the current and one future period for the module, the summarized totals for the current or future period will not match the transaction detail reports.

To prevent this problem, users with supervisor rights can restrict the accounting date to the current and one future period for the Accounts Payable, Accounts Receivable, Inventory Management, Job Cost, Purchase Order, and Sales Order modules.

To restrict the accounting date

- 1 Select Library Master Main menu > Company Maintenance.
- 2 On the Preferences tab, select the Restrict Accounting Date to Current and One Future Period check box.

Select this check box to restrict the accounting date to the current and one future period.



- 3 Click Accept.

Changing Your Administrator Password

Changing Your Administrator Password Frequently

Changing your administrator password on a frequent basis is a good idea to protect your system from unauthorized users.

To change your administrator password

- 1 In the Administrative Tools screen, click Change Administrator Password.



- 2 In the MAS 90 Security Password window, enter the Password and Confirm Password fields and click OK.

System Administrator Tasks

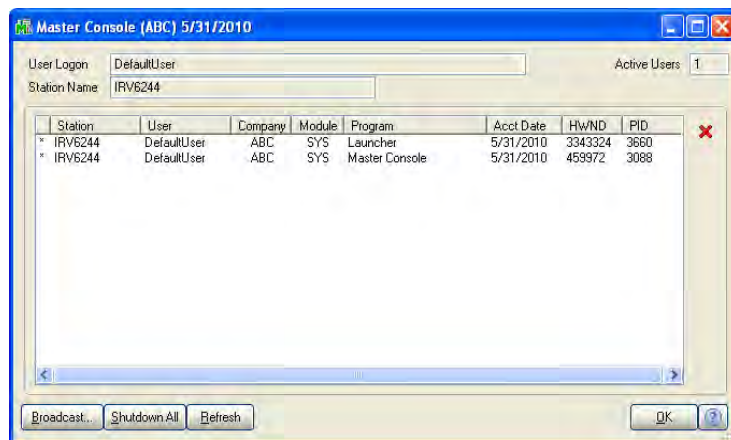
This chapter provides procedures for maintaining certain tasks that are performed by a system administrator.

Determining Who is Accessing the System/Modules

Use Master Console to display all currently logged on users. The Master Console includes data on each workstation, the module and task being accessed, and the accounting date for each user.

To determine who is accessing the system/modules

- 1 Use either of the following methods to open the Master Console window:
 - Select Library Master Main menu > Master Console.
 - Select File > Master Console.
 - On the Standard toolbar, click the Master Console button.
- 2 In the Master Console window, determine the module and task being accessed by viewing the Module column and the Program column.



Creating Public Tasks

To access tasks quickly, you can organize them into groups in public task folders that all users can access. In addition to tasks, you can also add desktop shortcuts and external programs, such as Microsoft Word or Excel, into a public task folder so that users can select and launch one of these programs without leaving the software.



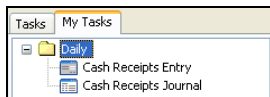
NOTE

To create public tasks, the role assigned to your user code must have the Allow public tasks for editing security event turned on.

Even though public task folders are accessible to all users, individual menu tasks within a task folder are still subject to the standard menu security system (if one has been set up). All company, module, menu, and task restrictions assigned to users override all task folder assignments.

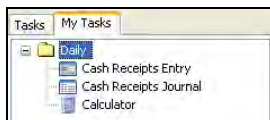
To create a public task folder and public tasks

- 1 On the Sage MAS 90 Desktop, click the My Tasks tab. Right-click the My Task area and select New > Public Folder.
- 2 Type a name for the public task folder and press ENTER.
- 3 Right-click the folder and select New > Task.
- 4 In the Browse dialog box, select the module, the menu, and then the menu task to add to the folder and click Open. The task is added to the public tasks folder.



- 5 To add more public tasks to this folder, repeat steps 3 and 4, as necessary.
- 6 To add an external program to the public tasks folder, right-click the public task folder and select New > Program.

- 7 In the Browse dialog box, click the Folder button and select the external program, then click Open. The external program is added to the public task folder.



- 8 To add more external programs to this folder, repeat steps 6 and 7, as necessary.



NOTE

All users must exit the software and log back on before they can see the new public task folder.

- 9 You must exit the software and log back on for the new public folder to be accessible. You can access the public task folder from the My Tasks menu on the Modules Menu toolbar, or the My Tasks tab.

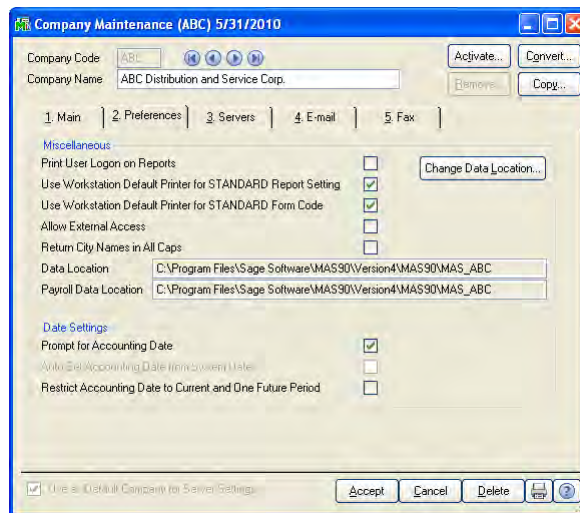
You can also delete existing public task folders, and modify existing tasks or program titles. You can create an unlimited number of public task folders, and each folder can contain any number of tasks and programs.

Modifying Company Preferences

For each company, you can set a preference to print a user logon on all reports, allow the company to be accessed externally, and change the location of the Payroll folder.

To modify company preferences

- 1 Use any of the following methods to open the Company Maintenance window:
 - In the Administrative Tools screen, click Sage MAS 90 Company Maintenance.
 - In the Manage Your System screen, click Create and Manage Your Sage MAS 90 Companies.
 - Select Library Master Main menu > Company Maintenance.
- 2 In the Company Maintenance window, click the Preferences tab.



- 3 To display the user logon of the user generating a report or listing on all reports, select the Print User Logon on Reports check box.

- 4 To default to the workstation's default printer when printing reports (such as the General Ledger Detail Report) with the STANDARD report setting, select the Use Workstation Default Printer for STANDARD Report Setting check box. Clear this check box to save a specific printer as the default for the STANDARD report setting in the report windows.
- 5 To default to the workstation's default printer when printing forms (such as sales orders) with the STANDARD form code, select the Use Workstation Default Printer for STANDARD Form Code check box. Clear this check box to save a specific printer as the default for the STANDARD form code in the form windows.
- 6 To allow the company to be accessed externally through the company's objects, such as VBScript, JavaScript, or other programs that are not based on Sage MAS 90, select the Allow External Access check box.
- 7 To change the location of the Payroll folder for security reasons, click Change Data Location, and type the path of the new location. The data location is company-specific and not module-specific. The path must be appended with MAS_XXX, where XXX represents the company code.
- 8 Click Accept.

**NOTE**

Selecting the Allow External Access check box is required for the integration between Sage MAS 90 and SageCRM 200.

Uninstalling Modules

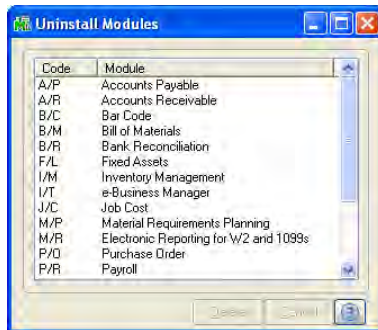
You can remove menu records and programs from the software for a specific module. Prior to removing modules, this utility will check to ensure there are no data files for that module. If data files exist, they can be deleted using the Delete feature in Company Maintenance.

The Custom Office module cannot be removed using Uninstall Modules. Removing this module will impact access to customized forms and user-defined fields (UDFs).

Removing the Visual Integrator (VI) module will remove the module from the Modules menu; however, the VI folder and two associated files, VIOPER and VI0XRF, will remain in the file structure. The VI0XRF file contains the definitions for the default VI perform logic and is a cross-referenced file that provides shared UDF access between Visual Integrator and Custom Office.

To uninstall a module

- 1 Use either of the following methods to open the System Configuration window:
 - In the Administrator Tools screen, click System Configuration.
 - Select Library Master Setup menu > System Configuration.
- 2 In the System Configuration window, click Uninstall.
- 3 In the Uninstall Modules window, select the module to uninstall and click Delete.



Checklists



NOTE

If you are upgrading, read the *Customer Upgrade Guide* before installing.

Before beginning the installation, test and validate all the hardware and network configurations using this manual and the Supported Platform Matrix, which can be found in the Support area of the Sage Software Online Web site. Also review the current support library for any pertinent information, particularly the Hot Pre-Installation Issues page in the Support area of the Sage Software Online Web site.

Pre-Installation Checklist

- 1____ Read this document in its entirety.
- 2____ Verify that the packing list is available. The packing list contains the serial number, customer number, user key, and product key information that is required to install Sage MAS 90 for the correct number of users and to register the modules. This is also available on the Sage Software Online Web page under Profile Mgmnt > Products.
- 3____ Verify that you have the required hardware configuration. For more information, see the Supported Platform Matrix in the Support area of the Sage Software Online Web site.
- 4____ Verify you have 150 MB of disk space available for System Setup and Library Master, plus an additional 15 to 25 MB for each module. An additional 400 MB of disk space is required to install the Crystal Reports Designer.
- 5____ To successfully install Sage MAS 90 on Novell NetWare servers, see Considerations for Installing on a Novell NetWare Network on page 25.
- 6____ If you are installing the StarShip Link module, refer to the following PDF documents on the StarShip CD-ROM: MAS90_200.pdf and User's_Guide.pdf, for detailed instructions including how to set up the StarShip Server.

- 7_____ To use the Unified Logon feature, you must specify a share point or drive mapping to the server installation during Workstation Setup. The same path used by the ODBC driver is also used to validate the user logon. If the Use Unified Logon check box is selected in the Library Master System Configuration window, you must have a valid path specified or you will not have access to the software. If the Use Unified Logon check box is selected and the path is not specified, you will be prompted for a user account and password even if an NT logon account is provided.



NOTE

You can only run one version of Crystal Reports on your system.

- 8_____ Crystal Reports must be installed on the computer from which modifications to forms and reports will be made. You can install Crystal Reports on up to two workstations. Review the Install.pdf document, which can be found on the Crystal Reports CD-ROM, prior to installing the software.

- 9_____ When installing the Payroll module, you must also install the Tax Table Update (TTU). Failure to install the TTU will cause a FILE PRU.SOA NOT FOUND message to appear when Payroll is first set up for a company. If this condition is encountered, you must install the TTU.



NOTE

To set up the appropriate security access for the Sage MAS 90 and 200 Integration Engine, consult your network administrator.

- 10_____ If you are installing the integration with SageCRM 200, determine the network user account that will be used by the Sage MAS 90 and 200 Integration Engine to access Sage MAS 90 data and the SageCRM 200 SQL database. Depending on your security setup, you can use the Local System account or another network account. The account must have the appropriate security setup to access Sage MAS 90 data and the SageCRM SQL database. If necessary, create a domain account to use. You will be prompted to provide this account information during the Sage MAS 90 and 200 Integration Engine installation. For more information, see Integrating Sage MAS 90 with SageCRM 200 on page 45.

- 11_____ If you are installing the integration with SageCRM 200, install the software provided on the SageCRM for Sage MAS 90 and 200 installation CD-ROM onto the SageCRM server. For more information, see Integrating Sage MAS 90 with SageCRM 200 on page 45, and your SageCRM 200 administrator's guide.

Post-Installation Checklist

- 1____ If you are installing the software on a network, you must run the Workstation Setup program on each workstation.
- 2____ To run MS Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the MS Windows Script Host processor, refer to the Microsoft Download Center Web site.
- 3____ If security is enabled, you should create a role for all tasks you would like to secure (for example, Master Console and the Library Master Utilities menu).
- 4____ If you are installing the integration with SageCRM 200, you must install both Sage MAS 90 and the Sage MAS 90 and 200 Integration Engine. For more information, see Integrating Sage MAS 90 with SageCRM 200 on page 45.
- 5____ If you are installing Federal and State eFiling and Reporting, you must install it on each Sage MAS 90 workstation. For more information, see Installing Federal and State eFiling and Reporting on page 35.

Sage MAS 90 Security Permissions

The information in this appendix provides the minimum Share and NT File System (NTFS) permission settings for servers and workstations to work properly with Sage MAS 90. This appendix also provides procedures for setting permissions.

Setting NTFS and Share Permissions

There are two methods mentioned in this appendix for applying permission settings in an operating system: the Share (share point) method and the NTFS method. The following procedures describe how to set permissions using each method.

To set permissions using the Share method

- 1 In Windows Explorer, right-click the share point folder and select Properties. The Properties window appears.
- 2 Click the Sharing tab, and then select Share this folder.
- 3 Click Permissions. The Permissions window appears.
- 4 In the Group or user names section, select the group or user.
- 5 In the Permissions section, select the applicable permission (Full Control, Change, or Read).

To set permissions using the NTFS method

- 1 In Windows Explorer, right-click the folder and select Properties. The Properties window appears.
- 2 Click the Security tab.
- 3 In the Group or user names section, select the group or user.
- 4 In the Permissions section, select the applicable permission (Full Control, Modify, Read, or Write).

Sage MAS 90 User Settings

The following information provides minimum permission settings for group and user accounts, as well as permission settings needed to perform update tasks in Sage MAS 90.

Permissions for Users on the Application Server

The following information provides the minimum permission settings for user accounts performing Sage MAS 90 tasks on the server.

Task	Minimum Share Setting	Minimum NTFS Setting	Folder
All Tasks	Change	Write	...\MAS90
Application Utilities	Change	Write	...\MAS90
Business Insights Explorer	Change	Write	...\MAS90
Business Insights Reporter	Change	Write	...\MAS90
Change Data Location	Change	Write	...\MAS90
Custom Office	Change	Write	...\MAS90
Office Template Manager	Change	Write	...\MAS90
Modifying Forms and Reports from within Modules	Change	Write	...\MAS90
Library Master Utilities	Change	Modify	...\MAS90
Printing Tasks	Change	Write	...\MAS90
Report Manager (for modifying forms)	Change	Write	...\MAS90

Task	Minimum Share Setting	Minimum NTFS Setting	Folder
Updates for Pre-Version 4.0 Modules	Change	Modify	...\MAS90
Updates for Version 4.0 Modules	Change	Read	...\MAS90

Sage MAS 90 Workstation Permission Settings

Administrator rights must be set at the local workstation to install the workstation software and to run the Migrate Level 3.x wizard.

Converting Sage MAS 90 Crystal Reports from a Prior Version

Using the Crystal Report Conversion Wizard

The MAS Crystal Report Conversion Wizard converts prior versions of Sage MAS 90 Crystal Reports to the latest data dictionary revisions and Crystal Reports format.

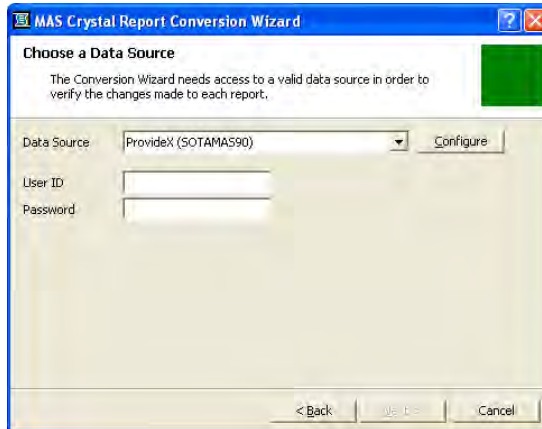
**NOTE**

This wizard runs the first time you access a Crystal Report created using a level of Sage MAS 90 prior to version 4.30.

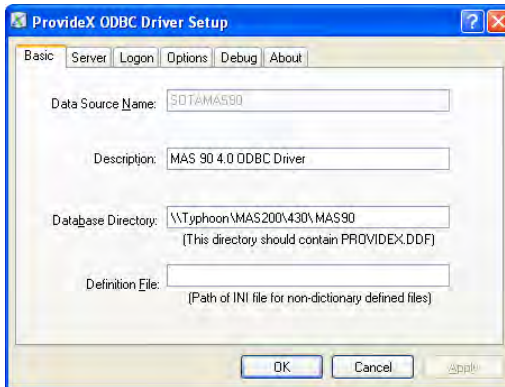
- 1 From the MAS90\Home folder, locate and double-click mascrcw.exe. Click Next. The MAS Crystal Report Conversion Wizard appears.



- 2 In the Choose a Data Source window, click Configure.

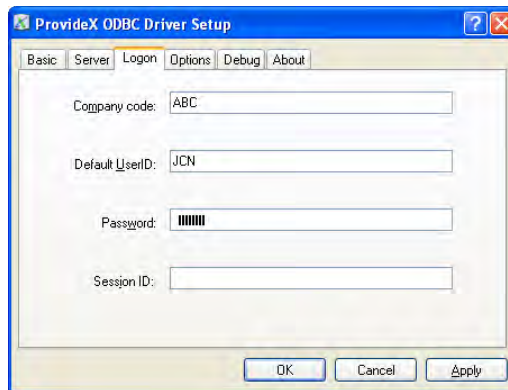


- 3 The ProvideX ODBC Driver Setup window appears. At the Database Directory field, verify the path. Click OK.

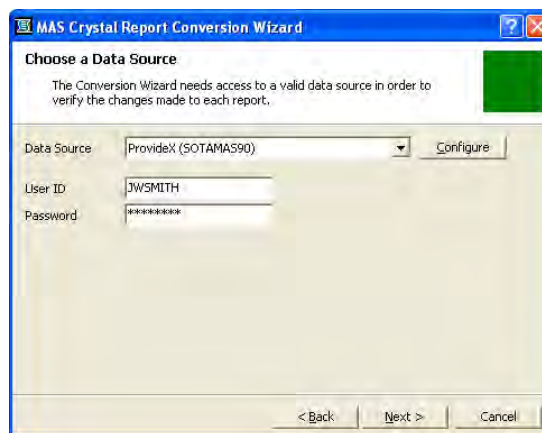


- 4 Select the Logon tab. At the Company code field, type your company code in uppercase. Verify that the company selected has the appropriate modules installed. For example, do not convert Manufacturing Crystal Reports (W/O or B/M) for demo company code ABC. Those modules do not exist and the conversion will not complete on the reports.

At the Default UserID field, type the user logon and at the Password field, type the password and click OK.

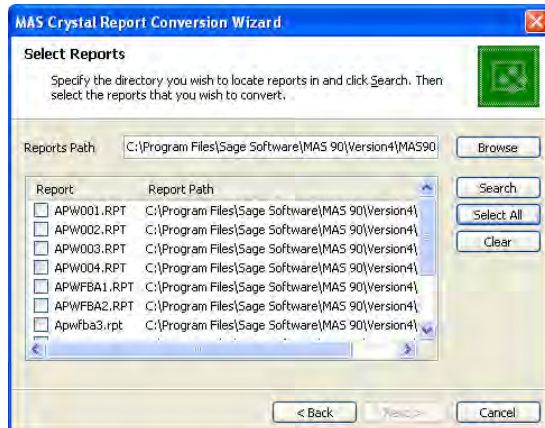


- 5 At the User ID and Password fields, type the same user logon and password that you typed in the ProvideX ODBC Driver Setup window. Click Next.

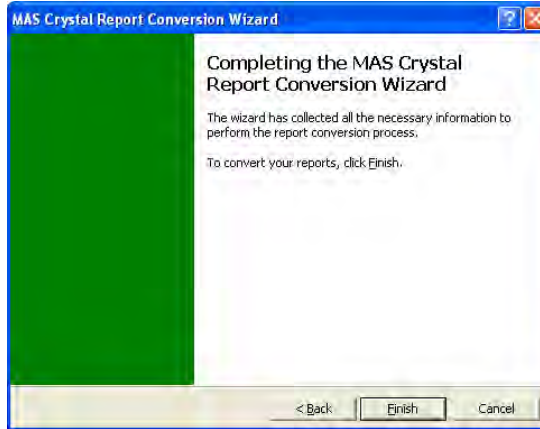


- 6 At the Reports Path field, enter the path, or click Browse and select the folder to search for reports that require conversion. All Crystal Reports that have been previously converted or Crystal Reports that contain the current Sage MAS 90 version (for example, 4.30) as a keyword will not be selected for conversion.

Click Search to generate a list of reports. Click Cancel to stop the search. You can select individual or multiple reports within the listing to convert. Select the report, or press CTRL to make multiple selections. Click Select All to convert all reports within the listing. Click Clear to clear the listing. To complete the conversion, click Next.



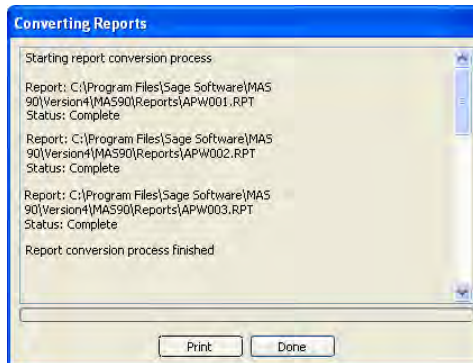
- 7 Click Finish to initiate the conversion process; click Back to return to the previous wizard or screen; click Cancel to exit the wizard.



NOTE

If a field name used within the report or form no longer exists in the data source, it will be noted on the listing and removed from the report or form. If the removed field is contained in a formula, a Crystal Reports error in printing message will appear when printing.

- 8 Click Print to get a listing of the selected reports and the conversion status of each report. The listing prints to the default Windows printer.



Successfully converted reports generate an unconverted backup file in the same folder with a file extension of .rp_. If Status:Complete appears, the report is successfully converted. If Status:Failed appears, note the error message and verify that the company you are logged onto using ODBC contains application data files for the selected report. If the conversion wizard cannot convert that report, the report must be manually converted. If errors are encountered during the conversion, the wizard will skip the report and continue with the next selected report.

Overview of Application Startup



WARNING

After System Startup has begun, this process should not be interrupted! Any interruption may cause important information to be lost.

This appendix explains how to successfully upgrade from another business management system to Sage MAS 90 for the following modules:

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Bar Code
- Bill of Materials
- e-Business Manager
- Electronic Reporting for W2 & 1099s
- General Ledger
- Inventory Management
- Job Cost
- Material Requirements Planning
- Payroll
- Purchase Order
- Sales Order
- Work Order

This appendix is organized alphabetically for ease of reference.

Accounts Payable



NOTE

Set up your sales tax codes, sales tax classes, and sales tax schedules in Library Master before beginning Accounts Payable System Startup.

Accounts Payable Setup Wizard

The Accounts Payable module includes an Accounts Payable Setup Wizard that you must perform to convert your existing companies and account structure.

The Accounts Payable Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Accounts Payable module for new companies; you must complete this wizard and additional procedures before using the Accounts Payable module.

Data You Need

Before beginning Accounts Payable System Startup, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- Your bank account number(s) for the checking accounts used by Accounts Payable
- A list of standard payment terms offered by your vendors
- A list of your vendors, including address and phone numbers
- A list of all unpaid invoices to be processed

To obtain correct information from your Accounts Payable module, you must first bring it up to date with your existing accounts payable system. This is true whether you are using a manual system or a different computerized accounts payable system.

Conversion Process

Complete the following process to ensure that your system is current. These steps should be performed after completing System Startup and after adding all of your account information to the Accounts Payable file.

To convert your existing accounts payable system

- 1 Identify all unpaid invoices as of your last closed accounting period.
- 2 Prepare an adding machine tape totaling the invoices. This amount should equal the account balance for Accounts Payable in your general ledger.
- 3 Set the posting date to the last day of the last closed accounting period.
- 4 Using Invoice Data Entry, enter these invoices into the system. Enter the outstanding balance amount for each invoice as of the end of the last closed accounting period. During the distribution process, post the entire distribution balance to your Accounts Payable general ledger account number. This is done because you have already expensed these invoices in a previous accounting period, and to do so again would duplicate those expenses.

By posting to the Accounts Payable account, both a debit and an automatic credit are generated in the same amount to the Accounts Payable general ledger account; therefore, the two amounts offset each other and there is no effect on the general ledger. After the conversion process, you would not normally post to the Accounts Payable general ledger account number, but would post to individual general ledger accounts, as appropriate.

As an alternative to this procedure, clear the General Ledger check box in the Accounts Payable Options window. You can then distribute invoices to their respective accounts and no general ledger postings are made. If you use this alternate procedure, be sure to select the General Ledger check box again in the Accounts Payable Options window after the conversion process has completed and you have updated the Daily Transaction Register.

- 5 Print the Invoice Register. The total shown on the Invoice Register should equal the total on the adding machine tape prepared in step 2. If it does not, an error has been made. Check your adding machine tape and Invoice Register, return to Invoice Data Entry, and make any necessary corrections. Reprint the Invoice Register.
- 6 Update the invoices.
- 7 Print the Aged Invoice Report available on the Accounts Payable Reports menu, and retain a copy of this report for your accounting files. Again, the total on this report should equal the adding machine tape total.
- 8 Run Period End Processing by selecting Period End Processing from the Period End menu, and then clicking Proceed.
- 9 Reset the posting date to the first day of the current accounting period.
- 10 Using Invoice Data Entry, enter any invoices you have received since the last closed accounting period. (These invoices should not include any invoices entered in step 4.) Post the distribution balance of each invoice to its appropriate general ledger account (not to the Accounts Payable general ledger account number). Print the Invoice Register and update the invoices.
- 11 Prepare an adding machine tape totaling any checks you have written since your last closed accounting period.
- 12 Using Manual Check Entry, enter these checks (step 11) into the system. If the check paid an invoice previously entered (step 4 or 10), no general ledger distribution is required. Type the invoice number exactly as you did when you entered it in step 10. If the check paid an invoice that you did not previously enter, you must distribute it to the appropriate general ledger account(s).
- 13 Print the Manual Check Register. The total should equal the total of the adding machine tape in step 11. If it does not, return to Manual Check Entry, correct the necessary entries, and print the Manual Check Register. When the register total and the adding machine tape agree, update the manual checks.



WARNING

If the General Ledger check box is cleared in the Accounts Payable Options window, select the General Ledger check box before proceeding with the update.

- 14 Print the Aged Invoice Report and verify that all invoices paid by the manual checks recorded in step 12 are indicated as paid on the report.

You have now converted to the accounts payable system and are ready to begin using your Accounts Payable module.

Accounts Receivable



NOTE

Set up your sales tax codes, sales tax classes, and sales tax schedules in Library Master before beginning Accounts Receivable System Startup.

Accounts Receivable Setup Wizard

The Accounts Receivable module includes an Accounts Receivable Setup Wizard that you must perform to convert your existing companies and account structure.

The Accounts Receivable Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Accounts Receivable module for new companies; you must complete this wizard and additional procedures before using the Accounts Receivable module.

Data You Need

Before beginning Accounts Receivable System Startup, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of jurisdictions in which you sell and collect sales tax and their tax rates
- A list of standard payment terms offered to your customers
- A list of your customers, including addresses and phone numbers
- A list of all invoices to process
- A list of all payments to process

To obtain correct information from your Accounts Receivable module, you must first bring it up to date with your existing accounts receivable system. This is true whether you are using a manual system or a different computerized accounts receivable system.

Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after System Startup and after adding all your customers to the Customer file. If you maintain Accounts Receivable customers using a Balance Forward method, it is not necessary to enter each invoice. For balance forward customers, total all unpaid invoices for each aging category, and enter an invoice for each aging category for each customer. For more information, see Accounts Receivable Options - Fields in the Help system.

To convert your existing accounts receivable system

- 1** Identify all unpaid invoices as of your last closed accounting period.
- 2** Prepare an adding machine tape totaling the invoices. This amount should equal the account balance for Accounts Receivable in your general ledger.
- 3** Set the posting date to the last closed accounting period.
- 4** Using Invoice Data Entry, enter the invoices using the original invoice dates. During the distribution process, post the entire distribution balance to your Accounts Receivable general ledger account number. These invoices are already posted in an accounting period, and to post them again would duplicate the postings.

By posting to the Accounts Receivable general ledger account, both a credit and an automatic debit are generated in the same amount to the Accounts Receivable general ledger account. The two amounts offset each other and there is no effect on the general ledger.

After the conversion process, you will not normally post to the Accounts Receivable general ledger account number, but will post to individual general ledger accounts, as appropriate.

As an alternative to this procedure, in the Accounts Receivable Options window, clear the General Ledger check box. You can then distribute invoices to their respective accounts and no general ledger postings will occur. If you use this alternate procedure, be sure to select the General Ledger check box again in the Accounts Receivable Options window after the conversion process has completed and you have updated the Daily Transaction Register.

- 5 Print the Sales Journal. The invoice total shown on the Sales Journal should equal the total on the adding machine tape prepared in step 2. If it does not, an error has been made. Check the adding machine tape and the Sales Journal, return to Invoice Data Entry, and make any necessary corrections. Print the Sales Journal.
- 6 Update the invoices.
- 7 Print the Aged Invoice Report and retain a copy of this report for your accounting files. The total on this report should equal the adding machine tape total.
- 8 Run Period End Processing by selecting Period End Processing from the Period End menu, and then clicking Proceed.
- 9 Reset the posting date to the first day of the current accounting period.
- 10 Using Invoice Data Entry, enter any invoices billed since the last closed accounting period. (These invoices should not include any invoices entered in step 4.) Post the distribution balance of each invoice to its appropriate general ledger account (not to the Accounts Receivable general ledger account number). Print the Sales Journal and update the invoices.
- 11 Prepare an adding machine tape totaling any cash receipts you received since your last closed accounting period.
- 12 Using Cash Receipts Entry, enter these cash amounts. For the deposit amount, enter the adding machine tape total from step 11. If the checks entered represent payment for a previously issued invoice (step 4 or 10), no general ledger distribution is required. If any checks represent payment for an invoice not previously issued, you must distribute the amounts to the appropriate general ledger accounts.

**WARNING**

If the General Ledger check box is cleared in the Accounts Receivable Options window, select the General Ledger check box before proceeding with the update.

- 13** Print the Cash Receipts Journal. The total should equal the adding machine tape total in step 11. If it does not, return to Cash Receipts Entry, correct the necessary entries, and print the Cash Receipts Journal. When the journal total and the adding machine tape agree, update the cash receipts.
- 14** Print the Aged Invoice Report and verify that all invoices that are paid by the cash receipts recorded in step 12 are indicated as paid on the report.

You have now converted the accounts receivable system and are ready to begin using your Accounts Receivable module.

Bank Reconciliation

Conversion Process

To obtain correct information from your Bank Reconciliation module, you must first bring it up to date with your existing bank reconciliation system. This is true whether you are using a manual system or a different computerized bank reconciliation system.

To convert your existing bank reconciliation system

- 1** Verify that all modules being integrated with Bank Reconciliation are fully installed and operational before beginning System Startup.
- 2** Select the Bank Reconciliation check box in the General Ledger Options, Accounts Payable Options, Accounts Receivable Options, Payroll Options, and Purchase Order Options windows, as appropriate.
- 3** Manually reconcile the last bank statement for each account that you want to use in your bank reconciliation system.
- 4** Perform all preliminary startup activities (define the files and set the accounting date using the ending date shown on your last reconciled bank statement).
- 5** Set up the Bank Code file using the ending bank balance from your last reconciled bank statement as a source for the bank account number and ending bank balance.

- 6 Enter all outstanding checks from your last reconciled bank statement, using Check, Deposit and Adjustment Entry. If checks are already being processed through the Accounts Payable, or Payroll module, these outstanding checks should be checks that were updated in the check update process, but are not shown on the last bank statement. On the Check tab, clear the Cleared check box when these checks are recorded.
- 7 Enter all outstanding deposits or adjustments (those not shown on the bank statement) in Check, Deposit and Adjustment Entry. If deposits are being processed through the Accounts Receivable module, these outstanding deposits should have been updated, but not shown, on the last bank statement. On the Check tab, clear the Cleared check box when these deposits and adjustments are recorded.

Print the Bank Reconciliation Register to verify the accuracy of the information entered. If the information on the register is correct, your bank reconciliation system is now ready to use.

Bar Code

Data You Need

Before beginning Bar Code System Startup, create and have available the folder names that will be used for importing files from the handheld computer.

Bill of Materials

Data You Need

Before beginning Bill of Materials System Startup, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A single-level bill of materials listing for all bills you want to maintain
- Any miscellaneous codes that you want to set up, such as for overhead, labor, and outside processing.

To obtain correct information from your Bill of Materials module, you must first bring it up to date with your existing bill-processing system. This is true whether you are using a manual system or a different computerized bill of materials system.

Conversion Process

Complete the following process to ensure that your system is current. These steps should be performed after completing System Startup and after adding all of your bill information to the Bill file.

To convert your existing bill of materials system

- 1 Prepare a list of existing bills from your manual or computerized system. Verify that the information is current.
- 2 Review the structure of the existing bills. When possible, employ the modular bill structure to save work and provide increased flexibility.
- 3 Enter the bills and complete the header information.
- 4 Enter the component items, miscellaneous codes, and comments for each bill. If your bills use bill options, examine the bills to verify that all options and any option interactions are taken into account.
- 5 Print a Single-Level Bill of Materials Report for all bills and verify the information against the listings provided in your old system. Print an Indented Bill of Materials Report and verify that the bill structure is correct and complete.
- 6 Print a Bill Validation Report. This report examines the entire Bill of Materials file. Correct any inaccuracies and print this report again, if applicable.

You have now converted the bill of materials system and are ready to begin using your Bill of Materials module.

e-Business Manager

Data You Need

Before beginning e-Business Manager System Startup, have the following information assembled and available for use:

**NOTE**

For more information regarding setup procedures, refer to your *e-Business Manager Installation Guide*.

- The IP address and port number for each of the three servers (IIS, SMTP, and Web Engine)
- A list of your item categories
- A list of user IDs and passwords to assign to Internet-enabled customers (for the .order applet only)
- A list of user ID e-mail addresses and the company to which each user is assigned

Electronic Reporting for W2 & 1099s

Data You Need

Before beginning Electronic Reporting System Startup, have the following information assembled and available for use:

- The appropriate government forms and publications
- The Quarterly Tax Report printed from the Payroll module
- A Vendor Listing printed from the Accounts Payable module for which you have selected the Print 1099 Payment History check box in the Vendor Listing window

General Ledger

General Ledger Setup Wizard

The General Ledger module includes a General Ledger Setup Wizard that you must perform to convert your existing companies and account structure.

The General Ledger Setup Wizard provides several pages of questions and options that aid you in quickly setting up the General Ledger module for new companies; you must complete this wizard and additional procedures before using the General Ledger module to process your daily transactions.

Data You Need

Before beginning the General Ledger System Startup process, you should have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A Trial Balance from the last completed accounting period
- Copies of your company's latest financial statements, including the Income Statement and Balance Sheet

Conversion Process

To obtain correct information from your General Ledger module, you must first bring it up to date with your existing General Ledger system. This is true whether you are currently using a manual system or a different computerized General Ledger system.

If you are converting at the beginning of a fiscal year, or require only the beginning balances for each account, see *Entering Beginning Balances* in the Help system. If you are converting in the middle of a fiscal year and want to record activity for each accounting period of the current year, as well as beginning balances, see *Entering Data for Each Period* in the Help system. Use these procedures as a checklist to ensure that your current accounting system is in balance. These procedures should be performed after completing the General Ledger System Startup process.

Inventory Management

Data You Need

Before beginning Inventory Management System Startup, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of all inventory items containing costs, prices, on-hand quantities, warehouse locations, and reorder requirements
- Any shipping documents, receiving reports, open purchase orders, or adjustment vouchers that must still be processed

To obtain correct information from your Inventory Management module, you must first bring it up to date with your existing inventory system. This is true whether you are currently using a manual system or a different computerized inventory system.

Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after System Startup and after adding all your inventory items to the Inventory file.

To convert your existing inventory system

- 1 Prepare a list of current on-hand quantities for all inventory items. You can use the balances as of your last closed inventory accounting period end, or you can perform a physical count.
- 2 In the Inventory Management Options window, at the Current Inventory Period field, select the previous period (the last closed period).
- 3 In the Inventory Management Options window, clear the General Ledger check box.
- 4 Set the posting date to the last day of the last closed accounting period.

- 5 In the Transaction Entry window, enter each item's current on-hand quantity as a receipt by selecting Receipts at the Transaction Type field. You must enter the quantity on hand and the unit cost for each item.

You can use a single receipt reference for entering the on-hand quantities for all items, or items can be separated into any logical grouping and entered under different references.

- 6 Print the Transaction Journal and verify all information. If necessary, select Transaction Entry to make corrections.
- 7 When the register is correct, perform the Transaction Journal update.
- 8 In the Period End Processing window, select Full Period End Processing. The current period is set to the period in which you begin processing.
- 9 In the Inventory Management Options window, select the General Ledger check box.
- 10 Reset the posting date to the first day of the current accounting period.
- 11 Enter any transactions, such as sales, issues, and receipts for the current accounting period to bring the inventory management system up to date. Use Transaction Entry to record the transactions.

You have now converted the inventory management system and are ready to begin routine processing activities.

Job Cost

Data You Need

Before beginning Job Cost System Startup, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- Estimates or estimate worksheets
- Job contracts with all pertinent information
- Estimated price lists
- Standard cost code list
- Job types list
- Burden rate information
- Overhead rate information
- Invoices or billing documents that need to be processed

To obtain correct information from your Job Cost module, you must first bring it up to date with your existing job costing system. This is true whether you are using a manual system or a different computerized job costing system.

Conversion Process

Complete the following process to ensure your system is current. These steps should be performed after completing System Startup and adding all jobs, cost codes, and cost types to the Job Cost master file.

To ensure that all accounting modules integrated with Job Cost, including the Accounts Payable, Accounts Receivable, Payroll, Purchase Order, and Sales Order modules, do not double post transactions that have been entered as part of the conversion process, it is recommended that the conversion process be performed immediately after the completion of period-end processing for all integrated modules.

To convert from your existing job cost system

- 1** Prepare a list of job-to-date cost information, detailed by cost code and cost type, for each open job. You should use the information from your last closed accounting period. If you are changing the coding format of your cost code from your previous system, indicate the new cost codes to use for each entry.
- 2** In the Job Cost Options window, clear the Post to G/L for Direct Cost Transactions and Post to G/L for Billing & Cash Receipt Transactions check boxes. The job-to-date conversion information to be entered should not be posted to the general ledger.
- 3** Set the Job Cost accounting date to the last day of the last closed accounting period.
- 4** In Job Posting Entry, enter a separate batch of direct cost entries for each job. Enter a separate entry with the job-to-date units (quantity) and job-to-date cost for each cost code and/or cost type detail. If each job contains a large number of cost code and/or cost type detail, update each batch separately.
- 5** If the Accounts Receivable module is not integrated with Job Cost, use Job Posting Entry to enter billing and cash receipt transactions for each job up to the last closed accounting period. Do not enter any billing or cash receipts that should be recorded in the current accounting period.
- 6** If the Accounts Receivable module is integrated with Job Cost, use Job Billing Entry to enter all invoices that have been billed to outstanding jobs. Use Accounts Receivable Cash Receipts Entry to enter cash receipts for job invoices. If you are integrated with the General Ledger module, you must back out these general ledger postings generated for these transactions to prevent double posting of information previously recorded.

Additionally, if invoices relating to job billing are entered in the Accounts Receivable module before the installation of Job Cost, reverse these invoices using the Adjustment feature in the Accounts Receivable Invoice Data Entry window before recording the job invoices. This prevents doubling the invoice information in the Accounts Receivable module.

- 7 If Work-in-Process accounting is being used, the initial Job Billing entries generate postings to the General Ledger module that adjust the appropriate Work-in-Process accounts with the total accumulated costs for each job. You must back out these general ledger postings to prevent double posting of information previously recorded.
- 8 Print the Work in Process Report for all jobs, and check the job-to-date information printed. Print the Job Billing History Report to check the billing and cash receipt transactions. If any errors are found, use Job Posting Entry or Job Billing Data Entry to make corrections.
- 9 Perform full period-end processing to clear the period-to-date information affected by the conversion data.
- 10 Reset the accounting date to the first day of the current accounting period.
- 11 Enter cost and billing transactions for the current accounting period.

You have now converted to the job cost system and are ready to begin using your Job Cost module.

Material Requirements Planning

Data You Need

Before beginning Material Requirements Planning System Startup, have a list of available warehouses ready for use, and know whether each warehouse is a standard distribution/manufacturing warehouse or a distribution warehouse that will receive only transferred goods.

Payroll

Data You Need

Before beginning Payroll System Startup, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of the earnings and deductions used for payroll processing
- Employer federal, state, and local tax ID numbers for each tax jurisdiction in which your employees are paid
- Tax tables for the federal, state, and local tax jurisdictions in which your employees are paid
- A list of employees, complete with personal information and quarter-to-date and year-to-date earnings and deduction history

To obtain correct information from your Payroll module, you must first bring it up to date with your existing payroll system. This is true whether you are using a manual system or a different computerized payroll system.

In compliance with federal and state tax reporting requirements, payroll systems operate on a calendar-year basis. As the year progresses, large quantities of quarter-to-date and year-to-date data are accumulated; therefore, the ideal time to convert from your existing payroll system to the Payroll module is on January 1. If this is not possible for your company, guidelines for installing the Payroll module at different times during the year follow.

Converting at the Beginning of the Calendar Year

If you are installing the Payroll module at the beginning of the calendar year, enter your information into the module; however, make no entries at any quarter-to-date or year-to-date fields. These fields are maintained automatically as payroll is processed throughout the year. With these tasks completed, you can proceed directly to the year's first payroll cycle.

Converting in the Middle of the Calendar Year

To obtain correct year-end totals and proper tax calculations from your Payroll module, you must first bring it up to date with your current payroll totals, including quarter-to-date and year-to-date earnings and a record of vacation, sick leave, and benefit accrued hours. This is true whether your existing payroll system is manual or computerized.

To record year-to-date information

- 1 Perform the normal setup procedures, and enter all employee information into the system.
- 2 In the Payroll Options window, at the Current Quarter field, select the previous quarter.
- 3 In the Payroll Options window, clear the General Ledger check box. This ensures that no general ledger postings are made from the Payroll module. Because the prior quarter information should already be reflected in your general ledger balances, allowing the postings to update would result in duplicate postings.
- 4 Enter manual checks using Payroll Data Entry for each employee to record the year-to-date earnings and tax information. In the Pay Cycle window, verify the Manual Taxes check box is selected and the Print Checks check box is cleared. You can use the previous quarter number as the check number. Enter all earnings, deductions, and tax information using the year-to-date information from the end of the previous quarter.

If an employee has worked in more than one state, make sure the earnings information is entered separately for each state.

- 5 Print the Payroll Data Entry Audit Report and verify all information. If necessary, make any corrections using Payroll Data Entry.
- 6 Print the Check Register and perform the Check Register update.
- 7 In the Period End Processing window, select Quarter End Processing. The Current Quarter field in the Payroll Options window increments to the current quarter.

If you are converting your payroll at the beginning of the current quarter, proceed to step 12.

If you are converting in the middle of the quarter, you must record each check issued during the current quarter using the following procedure.

To record current quarter checks

- 8** Enter each check issued during the current quarter as a manual check in Payroll Data Entry (that is, in the Pay Cycle window, clear the Print Checks check box and select the Manual Taxes check box). Enter the earnings, deductions, and tax information exactly as written on the original checks. You can enter a combined total of the checks issued for each employee. This method, however, does not provide the full detail and complete audit trail facilitated by a detailed entry of each check.
- 9** Print the Payroll Data Entry Audit Report and verify the accuracy of all entries. If necessary, make any corrections using Payroll Data Entry and print the Payroll Data Entry Audit Report.
- 10** Print the Check Register and perform the Check Register update.
- 11** Print the Daily Transaction Register and perform the Daily Transaction Register update.
- 12** Print the Quarterly Tax Report and the Payroll Check History Report, and verify all employee information.
- 13** Print and verify the Benefits Register. If adjustments are necessary, access individual employee records in Employee Maintenance.
- 14** In the Payroll Options window, select the General Ledger check box. This allows all future payroll processing to post to the general ledger.

You have now converted the payroll system and are ready to begin routine processing activities.

Purchase Order

Data You Need

Before beginning Purchase Order System Startup, have the following information available for use:

- Your General Ledger Chart of Accounts
- A list of miscellaneous charges you commonly pay
- A list of vendor quantity discount rates you use for inventory items
- A list of all addresses to which you have orders shipped
- All open purchase orders and back orders
- All receipts, invoices, returns, and material requisitions as of your last closed accounting period

To obtain correct information from your Purchase Order module, you must first bring it up to date with your existing purchase order system. This is true whether you are currently using a manual system or a different computerized purchase order system.

Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after System Startup and after adding all of your purchase orders to the Purchase Order master file.

To convert your existing purchase order system

- 1 Gather all open purchase orders as of your last closed accounting period.
- 2 Prepare an adding machine tape totaling the orders.

- 3 Use Purchase Order Entry to enter the orders into the system. In the Default Values for Purchase Order Entry window, clear the Print Purchase Orders check box to prevent the conversion orders from being reprinted. Next, on the Purchase Order Entry Header tab, select Standard Order at the Order Type field and Open at the Order Status field for each order.

Partially received or invoiced purchase orders cannot be processed using the system without double posting to the General Ledger and Inventory Management modules. These orders should be processed manually until they are completed. To enter these orders, you must enter only the unreceived balance on each order as the original order quantity. There are no such restrictions for outstanding orders that have not received any partial receipts or invoices against them.

- 4 Print the detail version of the Open Purchase Order Report for all order types and orders with an open status. The total on this report should equal the total on the adding machine tape you prepared in step 2. If the totals do not agree, return to Purchase Order Entry and make any necessary corrections and reprint the report as an audit record of your outstanding orders.
- 5 Record all receipts, invoices, returns, and material requisitions that you have received since the last closed accounting period to bring the system completely up to date.

You have now converted the purchase order system and are ready to begin using your Purchase Order module.

Sales Order

Sales Order Setup Wizard

The Sales Order module includes a Sales Order Setup Wizard that you must perform to convert your existing companies and account structure.

The Sales Order Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Sales Order module for new companies; you must complete this wizard and additional procedures before using the Sales Order module to process your daily transactions.

Data You Need

Before beginning Sales Order System Startup, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of standard miscellaneous charges and items used in your business
- A list of item part numbers sold by your business (if the Inventory Management module is not integrated with Sales Order)
- A list of your shipping rates
- All open orders and back orders
- A Customer Listing from your Accounts Receivable module
- An Inventory Item Listing from your Inventory Management module

To obtain correct information from your Sales Order module, you must first bring it up to date with your existing order processing system. This is true whether you are currently using a manual system or a different computerized sales order system.

Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after System Startup and after adding all your sales orders to the Sales Order file. First, enter any unpaid invoices, as of your last closed accounting period, into the Open Invoice file. This process is performed using the Accounts Receivable module. Second, use the Sales Order module to enter any open orders or back orders into the system.

To convert your existing sales order system

- 1 Identify all open orders as of your last closed accounting period.
- 2 Prepare an adding machine tape totaling the orders.

- 3 Using Sales Order Entry, enter these orders into the system. Use the standard order type for standard sales orders, and the open order status for open orders. When entering the Sales Order Entry default values, clear the Print Sales Orders and Print Pick Sheets check boxes, and enter 00 at the No. of Ship Labels field in the Default Values for Sales Order Entry dialog box to prevent these documents from being printed.
- 4 Identify all open back orders as of your last closed accounting period.
- 5 Prepare an adding machine tape totaling the back orders.
- 6 Using Sales Order Entry, enter these back orders into the system. Use the back-order order type for back orders, and the open order status for open orders.
- 7 Print the detail version of the Open Sales Order Report for all order types and the open order status. The Open Order and Open Back Order field totals shown on this report should equal the totals on the adding machine tapes prepared in steps 2 and 5. If the totals do not agree, check your adding machine tapes and the Open Sales Order Report. Return to Sales Order Entry and make any necessary corrections, and then reprint the report as an audit record of your outstanding orders.

You have now converted to the sales order system and are ready to begin routine processing activities.

Work Order

Data You Need

Before beginning Work Order System Startup, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of work center locations, including the number of employees and number of standard hours available per week at each location
- A list of operations to be performed, including cost and overhead calculations and general ledger production cost accounts

- A list of employees (optional), including labor rates and social security numbers
- A list of labor crews (optional), including the employees in each crew
- A calendar of days when the entire shop is closed
- A calendar for each work center with exceptions to the shop calendar
- A list of tools to be used during operations (optional)

To obtain correct information from your Work Order module, you must first bring it up to date with your existing work order system. This is true whether you are currently using a manual system or a different computerized work order system.

Because the Inventory Management module is integrated with Work Order, it may be impractical to bring the system up to date and reconstruct the original material cost information that should have been recorded. If you have installed the Inventory Management module, it is difficult to record past material issue transactions for work orders without affecting the current inventory balances.

The easiest and most effective way to convert the Work Order module is to enter only new work orders into the system. Do not record any transactions related to preexisting work orders using the Work Order module. You can use the Inventory Management module or the Bill of Materials module to record issues and receipts related to these work orders. For labor and miscellaneous expenses, the general ledger can be adjusted directly using General Ledger General Journal Entry. If the duration of your work orders is short, you can quickly complete the conversion process after all of the preexisting work orders are completed.

Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after System Startup and after adding all of your work order information to the Work Order master file.

To convert your existing work order system

- 1** In the Work Order Options window, clear the General Ledger check box to prevent any postings being made to the general ledger while entering conversion information.
- 2** Enter all open work orders using Work Order Entry.
- 3** Enter all transactions recorded for open work orders using Work Order Transaction Entry. Material costs may not be the same as the original costs.
- 4** Print the Work Order Transaction Journal, and perform the update.
- 5** Print the Open Work Order Report to verify the information recorded. If adjustments are necessary, repeat steps 3 and 4.
- 6** Print the Work in Process Recap report to verify the information recorded and to reconcile to the general ledger.
- 7** If you are entering material transactions for existing work orders, you can freeze inventory and perform a physical count and physical count entry without updating. Updating the Physical Count Variance Register should be performed only after all material issue transactions are recorded for existing work orders. Adjustments made during the Physical Count Variance Register update are recorded as physical adjustments in the Inventory Management Detail Transaction file. The Inventory Adjustment account in each item's product line is used to offset the Inventory account posting, unless the General Ledger check box is cleared in the Inventory Management Options window during the update process.
- 8** Perform the physical inventory process to update the quantity-on-hand information in inventory. This step should be performed after all material issue transactions have been recorded for open work orders.

You have now converted the work order system and are ready to begin using your Work Order module.

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